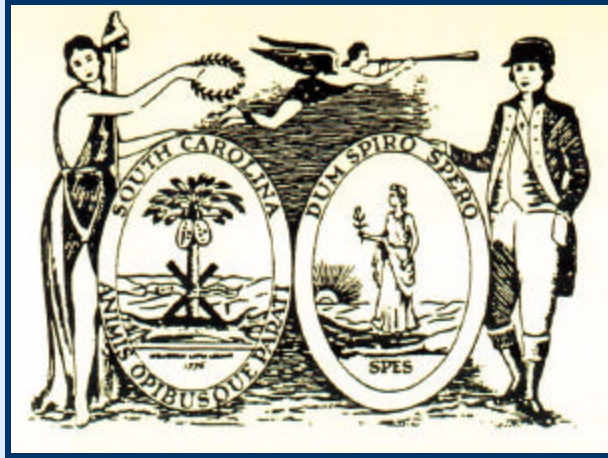


SC Budget and Control Board

General Services Division • State Fleet Management



State Vehicle Management Review

FY2001

Presented to

The South Carolina General Assembly

and

The State Budget and Control Board

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State Fleet Management

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Executive Summary

The last fiscal year was a period of challenges and achievements for the State Fleet. There were significant developments in the South Carolina Equipment Management Information System (SCEMIS) relating to the tracking of non-license-plated equipment as well as to revisions in the State's Preventive Maintenance plan. There were also developments in the area of the State fuel card contract and in the acquisition and deployment of Alternative Fuel Vehicles (AFVs). This Executive Summary will bring together the high points of the *Motor Vehicle Management Review* in a concise form.

Operations

The term *Operations* covers every aspect of Fleet Management that doesn't pertain to Maintenance. This includes vehicle acquisition, utilization, assignment and disposal as well as regulatory functions such as the Fuel Card program, SCEMIS, and the State Fleet Safety Program.

Vehicle acquisitions were off considerably in FY2001 because budget cuts were on the horizon. The Fleet remained roughly the same in the proportion of personal assignments versus motor pool assignments, and identification requirements were largely obeyed. In the regulatory area, the Fleet began using the Wright Express (WEX) card. This card provides a higher level of detail than the previous fuel MasterCard.

The South Carolina Equipment Management Information System (SCEMIS) was improved by the development of a module to track non-license-plated equipment such as earthmovers, etc. through the system. This module, along with substantial enhancements to the Preventive Maintenance tracking capabilities of the system, are scheduled to go online in FY02.

Finally, the State Fleet Safety Program discerned a trend that showed that 15-passenger vans were more likely to be involved in accidents. Recognizing that additional training was needed for the drivers who operate them, the Fleet Safety Program developed a course to address this need, and it is scheduled to begin early in FY02.

RECOMMENDATION 1

State agencies should carefully review requests for confidential tags and exemption from the seal identification requirement to ensure that such requests are justified and are in compliance with the Motor Vehicle Management Act.

RECOMMENDATION 2

State agencies should periodically examine the utilization of passenger-carrying vehicles to determine if they meet established criteria.

RECOMMENDATION 3

Changes in fuel card practices should be closely monitored to see that problems are corrected.

RECOMMENDATION 4

Agencies should pursue the purchase of AFVs in every situation where an AFV can be substituted for a regular vehicle, keeping in mind the acquisition requirements of EPCA 92, and as a minimum order the required number of AFVs from Model Year 2000 forward.

RECOMMENDATION 5

Future solicitations for bids on vehicles should include separate solicitations for Alternative Fuel Vehicles for those vehicle classes covered under EPCA 92. Efforts to identify sources and develop infrastructure for alternative fuels should be pursued, and an examination of their usability should be conducted.

RECOMMENDATION 6

Agencies not currently using the South Carolina Equipment Management Information System (SCEMIS) or an approved alternative system should become SCEMIS users.

RECOMMENDATION 7

The expansion, enhancement or replacement of SCEMIS should be pursued in the coming fiscal year.

RECOMMENDATION 8

When making new vehicle purchases, agencies should review their fleet composition and should purchase replacement vehicles having the lowest life-cycle costs, provided the vehicle can perform required tasks.

COMMENT:

Agencies should continue to monitor their vehicle purchases carefully to ensure that no unwarranted fleet growth occurs.

RECOMMENDATION 9

State agencies should continue to examine closely their optional vehicle equipment needs when ordering new vehicles. Agencies should order only those optional equipment items necessary for the vehicle to perform its intended task.

RECOMMENDATION 10

Agency heads should closely scrutinize all vehicle assignments made to individuals to ensure they are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor Vehicle Management Act. These assignments should be reported promptly to State Fleet Management in accordance with established procedures.

RECOMMENDATION 11

State agencies should periodically reexamine the assignment of all vehicles to ensure that the assignment of vehicles for the exclusive use of individuals is minimized and, if appropriate, reassign the vehicles to more productive uses, enlarge their respective motor pools, or dispose of the vehicles.

RECOMMENDATION 12

Agencies should regularly emphasize, and disseminate to their employees, information on the importance of abiding by all laws and directives concerning unauthorized and unofficial use when operating State vehicles.

RECOMMENDATION 13

Agencies should fully investigate all complaints received concerning their vehicles, and should take appropriate corrective action when warranted.

RECOMMENDATION 14

Agencies should closely examine accident statistics to determine if any collision trends have developed and take the appropriate actions to remedy those situations.

RECOMMENDATION 15

State agencies should rigorously enforce the requirement that all routine operators of State vehicles take the eight-hour Defensive Driving course and, when needed, the four-hour refresher course, in order to promote safe driving.

RECOMMENDATION 16

State agencies should offer specialized training for drivers when they are required to operate significantly larger vehicles or special purpose vehicles.

Maintenance

Maintenance includes both repair and preventive maintenance. The Maintenance section of the Management Review also covers items such as the Maintenance Facility Certification Program, the Commercial Vendor Repair Program, and other cost saving measures.

State-owned Maintenance Facilities supported some 11,587 vehicles and 10,648 non-license-plated items in FY01 at a cost of \$27,518,700, or \$1,238 per item. This figure is a slight increase in efficiency over last year can be attributed to better maintenance management, the statewide parts contract, and better reporting.

While most agencies comply fully with our requests to report maintenance data, some do not, or they provide incomplete information. The result of this non-compliance is a dilution of accurate data in the Maintenance section of the Management Review. As stated in Recommendation 19, agency heads should insist that this information be collected and reported correctly.

The Commercial Vendor Repair Program (CVRP) continued to save the State money by providing access to lower repair and maintenance costs: in FY01, the estimated savings reached over \$1.3 million. More agencies should use the CVRP to arrange maintenance on their fleets, especially those agencies that do not operate maintenance facilities.

RECOMMENDATION 17

Agencies should periodically review their preventive maintenance program performance to ensure continued compliance with the State approved recommended guidelines.

RECOMMENDATION 18

Agency heads should insist that proper reports be submitted showing correct information.

RECOMMENDATION 19

Agencies should charge to equipment all direct and indirect shop operating costs, either through a fully burdened labor rate and/or a markup on parts, or a combination of both.

RECOMMENDATION 20

Agencies should immediately apply flat rate standards, where possible, when performing vehicle repair tasks. Technician hours should be monitored in order to find the actual productivity level of each technician.

RECOMMENDATION 21

Agencies should use the Commercial Vendor Repair Program as a way to reduce maintenance cost and control vehicle repairs.

Current Developments

The Current Developments section of the Management Review covers items which State Fleet Management foresees for the coming fiscal year. This year developments are underway in the areas of SCEMIS, Alternative Fuel Vehicles, and the State Fuel Card Program.

RECOMMENDATION 22

Efforts to identify sources of alternative fuels should be pursued. The State should encourage the development of an alternative fuel infrastructure.

History and Introduction

The [Budget and Control Board's](#) Division of Motor Vehicle Management was created by Executive Order of the Governor in 1975. The State Fleet Manager was appointed to prepare, promulgate, monitor, and enforce motor vehicle management regulations approved by the Board, and to provide active motor vehicle fleet management and technical assistance to all State agencies. In 1994, the Division was designated as a section of the Office of General Services and the name subsequently was changed to State Fleet Management ([SFM](#)).

The Division of Motor Vehicle Management was authorized by statute in Act 644 of 1978 (commonly referred to as the [Motor Vehicle Management Act](#); see Appendix A). This Act assigns the responsibility for developing and administering a comprehensive fleet management program to the Board and addresses the areas of vehicle acquisition, assignment, identification, replacement, disposal, maintenance, operation, and safety. The Act also cites six specific objectives for the Board to achieve through its policies and regulations. These objectives are:

- 1) To achieve maximum cost-effective management of State-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions;
- 2) To eliminate unofficial and unauthorized use of State vehicles;
- 3) To minimize individual assignment of State vehicles;
- 4) To eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of State vehicles;
- 5) To acquire motor vehicles offering optimum energy efficiency for the tasks to be performed;
- 6) And to ensure motor vehicles are operated in a safe manner in accordance with a Statewide Fleet Safety Program.

The Act requires the State Fleet Manager and the State Motor Vehicle Management Council to report annually to the Budget and Control Board and the General Assembly concerning

the performance of each State agency in achieving the major objectives of the Act. SFM takes several steps in preparation for publication of the Management Review. SFM sends questionnaires to each State agency operating motor vehicles, makes periodic on-site visits to the agencies, and provides, on a continuing basis, guidance and assistance to agency representatives concerning fleet management policies and procedures. However, while most agencies show a desire to maximize the efficiency of their fleets, not every agency takes advantage of the resources State Fleet Management offers in this area. In fact, some agencies fail to report any information about their fleets. Therefore this report is limited to the extent that accurate information was provided or otherwise available.

The Management Review is divided into three sections: Operations, Maintenance, and Current Developments. A status report for those areas of the State Fleet Management Program applicable to each section is included. Summary data regarding each State agency can be found in Appendix B, compliance levels in Appendix C and vehicle maintenance costs in Appendix I. Generally speaking, if large portions of an agency's information are blank in an Appendix, it means that we received no report or an incomplete report from that agency.

Agency compliance with the State Fleet Management Program can have a significant fiscal impact on the State. There are measures that SFM and State agencies can take to increase efficiency with regard to the State fleet; some of these measures are discussed in the *Review*. In addition, you will find that many of the recommendations are directed at State agencies. While SFM is responsible for developing and administering a comprehensive fleet management program, the agencies also have responsibility to place a higher priority on fleet management and to abide by the management policies, procedures, and principles of the program. Only a cooperative effort by SFM and other State agencies can meet the goal of achieving the most cost-effective management of the State fleet.

Operations

The provision of fleet management expertise and advice to State agencies is one of the primary responsibilities of SFM. The term “Fleet Operations” covers a number of areas, including [vehicle identification, utilization, acquisition](#) and [disposal](#). These operational areas are addressed in detail below.

VEHICLE IDENTIFICATION

One objective of the [Motor Vehicle Management Act](#) is to eliminate unofficial and unauthorized use of State vehicles. It is an axiom within the governmental fleet management profession that one of the primary deterrents to unauthorized use is that vehicles be clearly marked as government property.

The Motor Vehicle Management Act provides that “...all State-owned motor vehicles [be] identified as such through the use of permanent State government license plates and either State or agency seal decals.” The Act further provides that the following types of vehicles may be exempted from these identification requirements:

- Those vehicles operated by law enforcement officers engaged in undercover law enforcement work.
- Those vehicles carrying human service agency clients in those instances in which the privacy of the client would be clearly and necessarily impaired by identification of the vehicle.
- Those vehicles exempted by the Budget and Control Board.

SFM has established controls to ensure that only appropriate vehicles are exempted from the above identification requirements. Agencies seeking exemption from the State government license plate requirement (and by definition from the State seal identification requirement) must complete [SFM Form 1-79](#), which must be signed by the head of the requesting agency. Those exemptions sought under the law enforcement provision are reviewed by the Chief, State Law Enforcement Division (SLED), who recommends approval/disapproval to SFM. Those seeking exemption under the other two exemption provisions send their requests directly to SFM. In all cases, the State Fleet Manager, acting

for the Board, makes the final decision concerning exemption from the SG license plate requirement.

There are cases in which the display of an SG plate is acceptable, but not display of a State or agency seal decal. These cases must fit one of the three exemption criteria described above. Agencies wishing to exempt vehicles from the seal identification requirement must complete [SFM Form 7-84](#) and forward it directly to the State Fleet Manager for consideration. The vast majority of State-owned vehicles are marked with both the State government license plate and a State or agency seal decal. Of the 20,968 State vehicles reported in the 2001 Management Review questionnaires, 18,620 carried the SG license plate. Additionally, 1,108 Highway Patrol vehicles carry the "HP" license plate and another 155 bear the "STP" plate. The remaining vehicles are confidential tags.

Figure 1 shows the most frequent justifications for non-SG ("Confidential") plates and exemptions from the State or agency seal decal identification requirement:

Figure 1: Identification Exemptions				
	Law Enforcement	Human Service	Other	Total
Confidential Tag	1,258	3	113	1374
Seal Exemption	4	2	27	33
TOTALS	1,262	5	140	1,407

Total Identification Exemptions increased from 1,204 in July 2000 to 1,407 as of June 2001.

Recommendation 1: State agencies should carefully review requests for confidential tags and exemption from the seal identification requirement to ensure that such requests are justified, and are in compliance with the Motor Vehicle Management Act.

VEHICLE UTILIZATION

The issue of vehicle utilization is closely related to [vehicle assignment](#), which is discussed in detail later in this section. SFM estimates that effective utilization of a passenger-carrying

vehicle occurs when a vehicle accrues 1,200 miles per month (14,400 miles per year). Mileage alone is only one indicator of the need for a vehicle. There are many cases where vehicles will not accrue many miles but are, nevertheless, necessary (for example, a university building utility vehicle). However, mileage is a *rough indicator* of the need for a passenger-carrying vehicle.

In 1993, the [Legislative Audit Council](#) (LAC) found that:

"...329 (27%) of 1,198 permanently assigned vehicles we analyzed do not meet DMVM minimum annual mileage criteria for assignment." "...408 (15%) of 2,731 motor pool and office vehicles we analyzed do not meet DMVM annual mileage criteria."¹

In response to this LAC finding, a statewide committee, chaired by State Fleet Management, developed [utilization criteria \(Appendix M\)](#) keyed to both mileage and frequency of use.

Recommendation 2: State agencies should periodically examine the utilization of passenger-carrying vehicles to determine if they meet established utilization criteria.

STATE FUEL CARD PROGRAM

The State Fuel Card Program has continued to provide benefits to State agencies in terms of reduced diversion cost and increased flexibility in reviewing fuel purchases. During FY00 the vendor set up a secure website that allows agencies to access their account information and download purchase information directly into their own computer systems. This feature offers agencies the ability to sort and manipulate data in their own spreadsheets. Agency Fleet Managers may then use the data to spot fueling trends or identify potential problems. State Fleet Management, in conjunction with the vendor, conducted training seminars to teach agency personnel how to access the web site and retrieve their data.

The most significant development of FY01 was the switch from the MasterCard to the Wright Express (WEX) card, which began in July 2000. The WEX card is not accepted at quite as many stations as MasterCard, but the WEX network is able to provide around 98% Level 3

¹ South Carolina Legislative Audit Council, [A Review of State Government Motor Vehicle Resources, April 1993](#)

data, while the MasterCard was providing only about 75% Level 3 — a low enough percentage to render the data less reliable.

After receiving positive results from the WEX fuel card test, SFM initiated an amendment to the present contract allowing the WEX card to also be offered to agencies. Unfortunately, the switch to the WEX card could not be coordinated with the triennial replacement of the original MasterCards. Deployment of the new WEX cards, along with reconfiguration of onsite fuel control terminals, began in July 2000. The WEX card represents a significant improvement in service.

This year SFM has also hired a full-time Fuel System Coordinator. The fuel system coordinator is presently at work on a contract amendment to improve card delivery accountability, allow seasonal inventory adjustment of diesel fuel reserves, and require timely invoicing of fuel transactions. This contract amendment is scheduled to be in force during FY02. The amendment will also provide additional commercial fueling locations in areas not currently served by WEX.

Recommendation 3: Changes in fuel card practices should be closely monitored to see that problems are corrected.

ALTERNATIVE FUEL VEHICLES (AFVs)

The State has continued to comply with AFV purchase mandates set forth in the Federal [Energy Policy Act of 1992 \(EPA 92\)](#). Under this legislation, State government fleets are required to make an increasing percentage of their light duty vehicle purchases AFVs. This year the requirement increases to 75% of the affected light duty vehicle purchases. To meet that purchase requirement, the State has primarily purchased vehicles that are either bi-fuel or flex fuel vehicles that can operate on regular gasoline or blended ethanol fuels (E-85). Totally dedicated AFVs are impractical due to the lack of alternative fuel infrastructure required to support such purchases. Rising purchase requirements and the limited production of certain types of AFVs have made compliance with the EPA 92 mandates increasingly difficult.

On 18 June 1999, the Federal government notified fleets covered under EPA 92 that they would be allowed to satisfy up to 50% of their AFV acquisition credit requirements through

the use of Biodiesel fuel. This allowance became official in January 2001. Biodiesel is a renewable, non-toxic fuel derived from vegetable oils such as soybean and canola oil, as well as recycled cooking oil. It can be blended with diesel fuel in any proportion or used in its pure form, and is commonly used in a 20% blend with petroleum diesel known as B20.

SFM, in conjunction with the Department of Transportation, tested Biodiesel in State vehicles in the last quarter of FY01. This test determined whether Biodiesel caused damage to State vehicles and examined the impact of Biodiesel use on fuel economy and overall performance. The results of this test were quite encouraging. The circumstances and results of the test are discussed in greater detail in the Current Developments section.

Recommendation 4: Agencies should pursue the purchase of AFVs in every situation where an AFV can be substituted for a regular vehicle, keeping in mind the acquisition requirements of [EPA Act 92](#), and as a minimum order the required number of AFVs from Model Year 2000 forward.

Recommendation 5: Future solicitations for bids on vehicles should include separate solicitations for Alternative Fueled Vehicles for those vehicle classes covered under EPA Act 92. Efforts to identify sources and develop infrastructure for alternative fuels should be pursued, and an examination of their usability should be conducted.

SOUTH CAROLINA EQUIPMENT MANAGEMENT INFORMATION SYSTEM (SCEMIS)

At the end of FY00, there were 26 State agencies and a total of 203 authorized users of the South Carolina Equipment Management Information System. In FY2001, the number of agencies rose to 28 and the number of users to 228. This number of users, however, is not necessarily a reliable indicator of the number of people who actually use the system: a number of those users are service technicians who must be listed in the system so that their time can be charged to work orders. However, the rise in the number of agencies using the program is a real increase. In FY2001 the [Department of Natural Resources](#) and the Continuum of Care adopted SCEMIS to aid in managing their fleets.

While State Fleet currently pays for client agencies to use SCEMIS, providing the system at no cost provides a tremendous benefit to SFM in the preparation of the Management Review and in the overall maintenance of the State Fleet. The information SCEMIS provides is in a neat, orderly format, and it conforms to the manner in which SFM tabulates this information to manage the fleet.

Recommendation 6: Agencies not currently using SCEMIS or an approved alternative system should become SCEMIS users.

In FY2001, State Fleet examined the continued usefulness of SCEMIS as it related to our needs and those of our client agencies for the purpose of revising or replacing SCEMIS altogether. The useful life of most large-scale computer systems is no more than ten years, and this system has been deployed since 1994 (but with continual updates) and is beginning to show signs of age. Newer technology could be used to deliver the system to end users, or the system might be replaced completely.

The result of our investigation, conducted broadly over a number of months and through formal and informal sources, shows that SCEMIS needs to be revised or replaced as soon as possible. State Fleet plans to issue a Request for Information (RFI) in Spring 2002 and, depending upon the information received, hopes to issue a Request for Proposals (RFP) by the end of calendar year 2002. It may be possible to revise SCEMIS through State sources, and that option may be best in these tight budget circumstances, but it is also possible that the best option will be to replace the system completely.

Among the enhancements undertaken in FY01 were the improvement of the Preventive Maintenance function and the addition of the Other Equipment (OM) module. These enhancements are described in greater detail in the Current Developments section.

Recommendation 7: The expansion, enhancement or replacement of SCEMIS should be pursued in the coming fiscal year.

VEHICLE ACQUISITION

The [Motor Vehicle Management Act](#) prescribes the following requirements that affect the acquisition and disposal of State-owned vehicles.

- Sect. 1-11-220 (a.) “to achieve maximum cost effectiveness [sic] management of State-owned vehicles....”
- Sect. 1-11-220 (e.) “to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.”
- Sect. 1-11-310 “The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated life-cycle costs.”

PURCHASING CYCLE/PROCEDURES

Each year, the [Office of General Services](#) solicits bids from vehicle dealers for contracts on many different classes of motor vehicles. State contracts are binding and are mandatory for all State agencies and optional for all political subdivisions (city, county and regional governments) when making vehicle purchases.

The cycle begins in July, when the State Vehicle Specifications Committee reviews existing specifications for each class of vehicles. All technical specifications, including optional equipment to be included on vehicles ordered are reviewed and adjusted as necessary. Once technical specifications have been revised and approved by the Committee, the [Materials Management Office](#) distributes these, along with Invitations to Bid, to prospective vendors located throughout the State.

Bids are received and evaluated and contracts are awarded in September and October. Contracts for large vehicles (those vehicles over 10,000 GVW) are awarded to those vendors who submit the lowest bid within class. However, contracts for vans, light trucks, and sedans are awarded for those vehicles, within class, which have the lowest anticipated life-cycle costs.

Once contracts are awarded and published, eligible entities begin to submit their orders for new vehicles. Cities, counties and other eligible entities submit purchase orders directly to

the appropriate vendors. State agencies must submit purchase orders to State Fleet Management, which ensures that the orders are in compliance with applicable policies. SFM amends and/or approves the orders, and forwards them to the appropriate vendor. State Fleet does not review purchase orders for the [Department of Education's](#) school buses and service vehicles. Several issues concerning vehicle acquisitions are discussed below.

COMPOSITION OF STATE FLEET

SFM has developed several policies and procedures designed to ensure that State agencies "...acquire motor vehicles offering optimum energy efficiency for the tasks to be performed," while complying with Federal mandates on Alternative Fuel Vehicles. This legislative mandate implies that agencies should purchase smaller, more fuel efficient vehicles, as long as these vehicles can adequately perform their intended mission.

In the acquisition process, State Fleet Management converts EPA fuel mileage estimates to a "Life Cycle" monetary figure in order to assign a weighted advantage to fuel efficient vehicles. SFM purchases vehicles with the lowest anticipated life cycle costs **within class**. SFM has a long-standing policy that existing vehicles must be replaced with vehicles of equal or smaller size. Requests to increase the size of replacement vehicles must be fully justified by agency directors. As budget cuts loomed on the horizon during the latter part of FY2001, SFM took a hard look at the recommended retention and disposal schedules. Some adjustments to these schedules may be necessary during the hard times ahead.

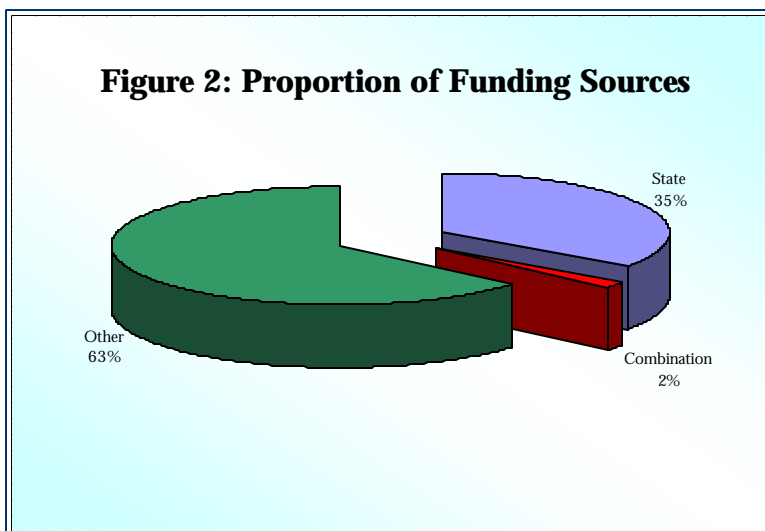
In the [Energy Conservation and Efficiency Act](#) (ECEA) of 1992, the General Assembly mandated that the Standard Fleet Sedan/Station Wagon be a compact model, with the Special Fleet Sedan/Station Wagon to be an intermediate model. The Assembly expressly forbade the purchase of full-size sedans or station wagons for non-law enforcement use (with certain exceptions). Accordingly, SFM removed these types of vehicles from the State contract listing effective with the 1993 model vehicles. This action has "downsized" the agency non-law enforcement sedan/station wagon fleets over time. [Appendix G](#) shows a detailed listing by agency of the size and composition of the State sedan/station wagon fleet as of 30 June 2001. Close examination of this information reveals that several agencies still have a disproportionate number of full-size sedans/station wagons in their fleets.

Recommendation 8: When making new vehicle purchases, agencies should review their fleet composition and should purchase replacement vehicles having the lowest life-cycle costs, provided the vehicle can perform required tasks.

SIZE OF STATE FLEET

In FY 2001, the State fleet consisted of 20,968 vehicles (including school buses and service vehicles operated by the Department of Education), with an acquisition value of over \$460 million. The number of vehicles in the State rose in small increments from FY97 through FY00 (see [Appendix F](#), Analysis of Fleet Growth), but declined considerably in FY01 because of budget cutbacks. In FY01, the State purchased 1,065 vehicles at a cost of \$21,721,942.35. Individual agency vehicle purchases, categorized by source of funds, are shown at [Appendix D](#).

Of a total of \$21,721,942.35 spent for vehicles in FY01, \$7,533,469 (35%) came from State appropriated funds. Some \$384,738 (2%) came from Federal funding, while the remaining \$13,803,736 (63%) came from other funding sources or from a combination of State and Federal funds. The State recouped some \$1,224,273.00 when vehicles were sold through Surplus Property.



To discharge its legislative mandate to "...achieve maximum cost-effectiveness management of State-owned motor vehicles...", SFM has the responsibility of ensuring that State agencies have an adequate, but not excessive, number of vehicles in their respective fleets. Orders for

new vehicles must be accompanied by a [Request to Dispose](#) of an existing State vehicle. This procedure was designed to preclude unwarranted fleet growth. Written justification must accompany orders for fleet additions. Acceptable justifications for additional vehicles include:

- Program growth
- New mission
- New employees

Additionally, agency directors are required to certify that the agency has no existing vehicles available to reassign to meet the new requirement. Vehicles designated for disposal must meet age/mileage criteria established by SFM ([Appendix E](#)).

Comment: Agencies should continue to monitor their vehicle purchases carefully to ensure that no unwarranted fleet growth occurs.

OPTIONAL EQUIPMENT

To ensure that State funds are not spent unnecessarily, the State Vehicle Specifications Committee annually reviews the equipment that should be bid as “standard” on the various classes of State vehicles. This equipment is recommended to the State Fleet Manager, who decides what should be included as standard on the vehicle. While this “standard equipment” varies widely between classes of vehicles, the following items are considered “standard” on State-owned passenger-carrying vehicles:

- | | |
|---|---|
| <input type="checkbox"/> Air conditioner | <input type="checkbox"/> Tinted glass |
| <input type="checkbox"/> AM/FM stereo radio | <input type="checkbox"/> Rear window defogger |
| <input type="checkbox"/> Power brakes & steering | <input type="checkbox"/> Automatic transmission |
| <input type="checkbox"/> Power door locks | <input type="checkbox"/> Cruise control |
| <input type="checkbox"/> Intermittent windshield wipers | |

If the agency certifies that other optional equipment is required for the employee to perform his or her duties, and submits appropriate justification, this additional optional equipment may be paid for with agency funds. If the equipment is for the convenience of the employee, it may be approved, provided the employee pays for it in advance with personal funds.

While most agencies comply with the limitations placed on the purchase of optional equipment, some do not. The most frequently ordered additional equipment includes:

- ☐ Larger engines

- ☐ Power windows and seats
- ☐ Cassette players

Non-essential optional equipment purchases decreased from 580 items costing a total of \$132,762.48 in FY00 to 103 items costing a total of \$43,396.30 in FY01.

Recommendation 9: State agencies should continue to examine closely their optional vehicle equipment needs when ordering new vehicles. Agencies should order only those optional equipment items necessary for the vehicle to perform its intended task.

ASSIGNMENT OF VEHICLES/COMMUTING

State vehicles serve many purposes, and the different types of missions require different types of assignments. Some vehicles are designated for use exclusively by one person, while others are assigned to a motor pool, where individuals can check them out for shorter assignments. These are the assignment types in more detail:

Individual Assignment

One objective of the Motor Vehicle Management Act is to minimize the individual assignment of State vehicles. The Budget and Control Board has developed assignment criteria to determine when an individual assignment should be made. The criteria, established in 1982 through Administrative Regulation 19-603 (later changed to Budget and Control Board [Policy Directives](#)) are:

- 1) Travel requirements of an appropriate number of miles as determined by the Board;
- 2) Vehicles required for the individual use of the Governor and statewide elected officials;
- 3) Full-time line law enforcement officers;
- 4) Vehicles essential to the performance of official duties by individuals whose remote location or total official use are such that they preclude shared use;

- 5) Highly specialized vehicles and heavy equipment requiring training or technical skill;
and
- 6) Circumstances, as determined by the agency head, which warrant individual assignment in the best interest of the State.

Section 1-11-270 of the 1976 code reads:

“Section 1-11-270. (A) The board shall establish criteria for individual assignment of motor vehicles based on the functional requirements of the job, which shall reduce the assignment to situations clearly beneficial to the State. Only the Governor, statewide elected officials, and agency heads are provided a state-owned vehicle based on their position.

(B) Law enforcement officers, as defined by the agency head, may be permanently assigned state-owned vehicles by their respective agency head. Agency heads may assign a state-owned vehicle to an employee when the vehicle carries or is equipped with special equipment needed to perform duties directly related to the employee's job, and the employee is either in an emergency response capacity after normal working hours or for logistical reasons it is determined to be in the agency's interest for the vehicle to remain with the employee. No other employee may be permanently assigned a state-owned vehicle, unless the assignment is cost advantageous to the State under guidelines developed by the State Fleet Manager. Statewide elected officials, law enforcement officers, and those employees who have been assigned vehicles because they are in an emergency response capacity after normal working hours are exempt from reimbursing the State for commuting miles. Other employees operating a permanently assigned vehicle must reimburse the State for commuting between home and work.

(C) All persons, except the Governor and statewide elected officials, permanently assigned with automobiles, shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed. However, trip logs must not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.”

This year, agencies reported 2,573 permanently assigned vehicles (1,744 law enforcement and 829 other), a decrease of 1,446 (36%) from those reported in FY00. Reports from agencies on the number of individuals authorized to commute indicate that this number also decreased to 2,143, a decline of 744 (26%) from those reported in FY00. These decreases uphold the basic guidelines of the South Carolina [Motor Vehicle Management Act](#) and are a vindication of the principles State Fleet Management promotes.

Recommendation 10: Agency heads should closely scrutinize all vehicle assignments made to individuals to ensure they are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor Vehicle Management Act. These assignments should be reported promptly to State Fleet Management in accordance with established procedures.

Motor Pool Assignment

The most inefficient use of a fleet vehicle generally occurs when it is assigned for the exclusive use of one individual. Conversely, the most efficient use of a vehicle generally occurs when it is pooled for the use of many persons. In FY01, 11.9% (2,496) of the State fleet was pooled. This represents a decrease in efficiency over FY99 and FY00, when the figures were 13.1 and 12.18 percent respectively. At the same time, however, permanent assignments declined from 18.88% of the fleet in FY00 to 16.6% in FY01. Appendix B shows the size of various agency motor pools and the total number of personal assignments. Appendix C shows whether agencies complied with regulations governing personal assignments and motor pools. While personal assignments outnumber pooled vehicles every year, it is instructive to keep in mind that a large percentage of personal assignments are for full-time, line-of-duty law enforcement (see Figures 3 and 4).

Figure 3: Personal Assignments vs. Pooled Vehicles, FY96-01

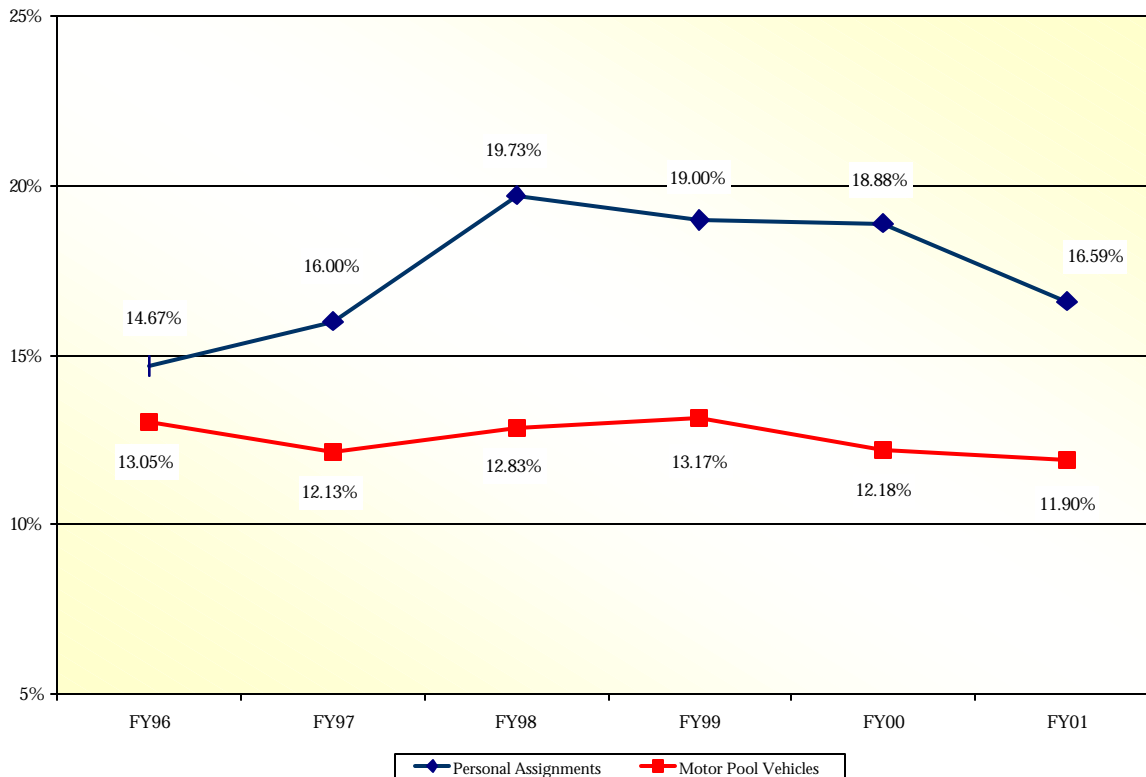
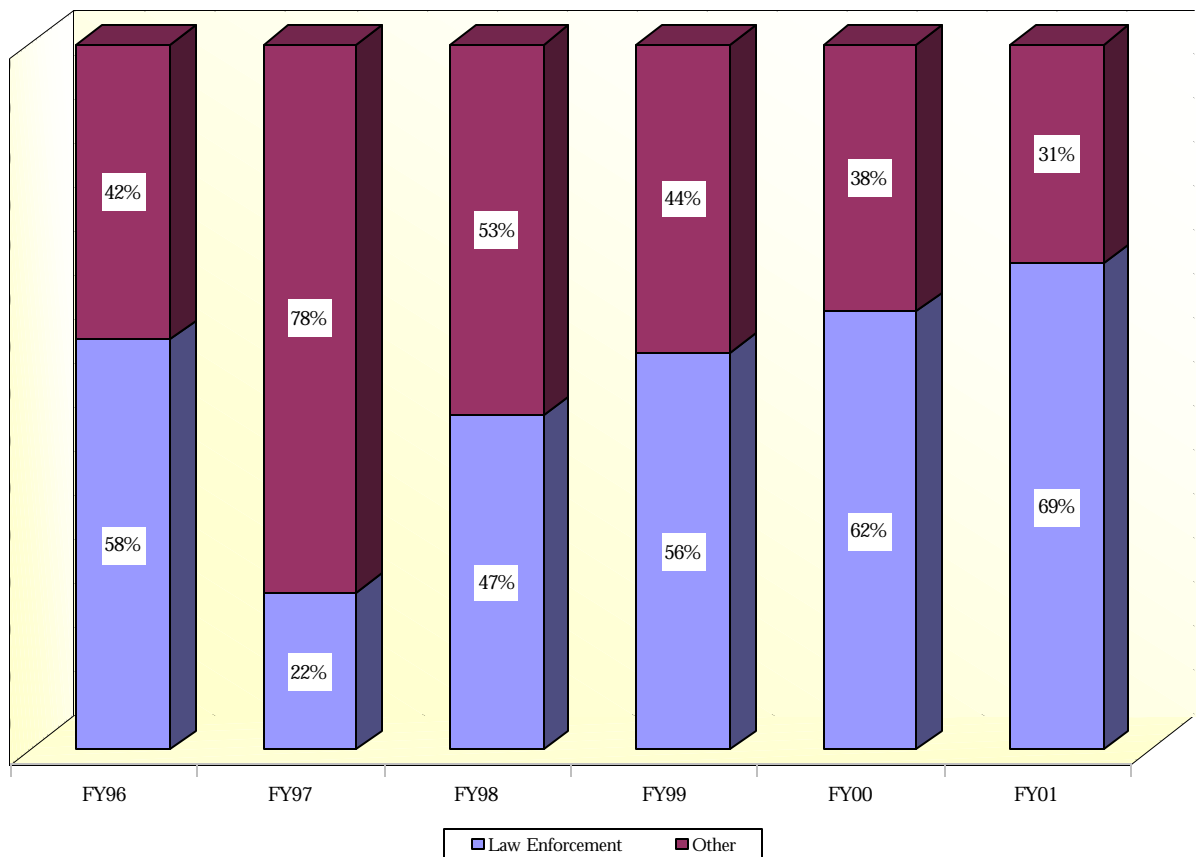


Figure 4: Law Enforcement vs. Other Personal Assignments, FY96-01



Program or Section Assignment

The remaining 71% of the fleet, while not assigned to one individual for exclusive use, may be reserved for the use of only one section, or two or more individuals, or may be restricted in use because of the task-specific design of the vehicle.

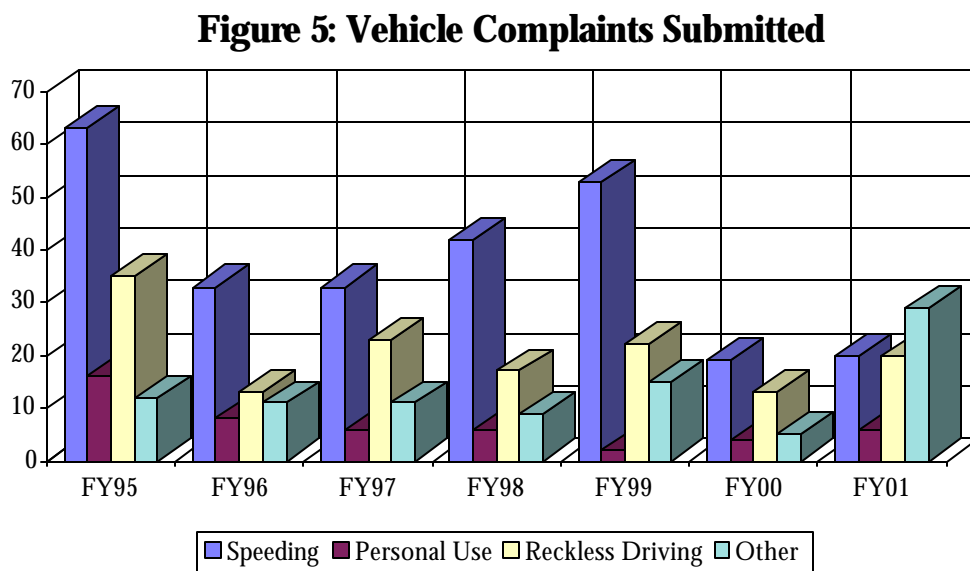
Recommendation 11: State agencies should periodically reexamine the assignment of all vehicles to ensure that the assignment of vehicles for the exclusive use of individuals is minimized and, if appropriate, reassign the vehicles to more productive uses, enlarge their respective motor pools, or dispose of the vehicles.

VEHICLE USE AND COMPLAINTS

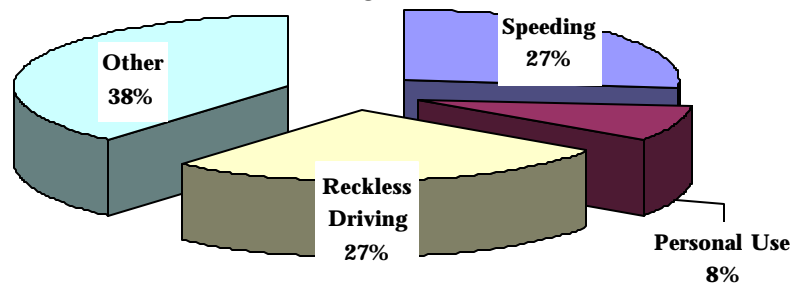
The Motor Vehicle Management Act directs the Budget and Control Board to eliminate unofficial and unauthorized use of State vehicles. To accomplish this objective, the Board

has issued directives regarding vehicle use, provided examples of authorized and unauthorized use, and developed a complaint process by which the public can [submit complaints](#) alleging misuse of State vehicles.

Figure 5 summarizes the complaints received by SFM from FY95 through FY01. After a sharp spike in the number of complaints received in FY99, complaints dropped off steeply in FY00. This year, “other” complaints dominated reports, representing 29 (46%) of the 75 complaints received. Speeding and Reckless Driving complaints were tied at 20 each, while there were only six complaints that State employees were using vehicles for their own personal business. Many of the “other” complaints boil down to rudeness: for instance, the driver of a State vehicle wouldn’t let someone else merge, a driver made an obscene gesture towards a civilian driver, or similar accusations. In any case, many Personal Use complaints are proved false: for instance, a human services agency might have reason to take human-services clients to buy clothing or food, but the average citizen sees a State license tag in the parking lot and assumes the worst. This is another reason why employees must always be on their best behavior and avoid even the appearance of impropriety in their use of State vehicles.



**Figure 6: Vehicle Complaints by Type,
FY01**



When SFM receives a complaint, it forwards a letter and a form detailing the complaint to the head of the agency responsible for the vehicle cited. The letter asks the agency head to investigate the complaint and notify SFM in writing of the results. While some agencies are diligent in their investigations, others are less than enthusiastic about following up.

It is important that agencies fully investigate complaints. As public servants, it is incumbent upon State agency directors to hold their employees accountable for their actions, especially when it is determined that the employees did not conduct themselves in a professional manner. Since State employees make convenient targets for public scorn, it is vitally important that they observe the law and policy when operating highly visible State vehicles. For many citizens, the only time they see State employees is while the employees are driving State vehicles. Disregard for law and policy serves only to create a negative public perception.

Recommendation 12: Agencies should regularly emphasize, and disseminate to their employees, information on the importance of abiding by all laws and directives concerning unauthorized and unofficial use when operating State vehicles.

Recommendation 13: Agencies should fully investigate all complaints received concerning their vehicles, and should take appropriate corrective action when warranted.

VEHICLE REPLACEMENT

SFM developed a fleet cycling policy (see State Vehicle Replacement Criteria at [Appendix E](#)) which is designed to ensure that the State fleet is managed in the most cost-effective manner possible. Vehicle replacement criteria were reexamined in FY96, and a quantitative regression analysis showed that the life cycle of several classes of vehicles could be extended. This extension was affected by:

- Significant price increases for new vehicles
- Better agency preventive maintenance programs
- Improved quality of new vehicles

The cycling policy is flexible, and adherence to it is largely dependent on each agency's funding status in any given year. Also, if a vehicle is declared excess to State agency requirements, early disposal is an option. Furthermore, many agencies will have a hard time replacing any vehicles in the coming fiscal year (and possibly for the foreseeable future) because of budget cutbacks. Therefore, State Fleet will be relaxing the disposal schedules in FY02 for certain vehicles and for certain agencies particularly hard pressed by the budget situation. State Fleet Management periodically conducts new studies of vehicle replacement criteria.

VEHICLE DISPOSAL

Every vehicle listed in the South Carolina Equipment Management Information System (SCEMIS) is tracked from Purchase Order through disposal. While the vehicle is active, it bears a continually updated residual value that is meant to be used as a benchmark for disposal. Thus, when the vehicles are disposed, SCEMIS can compare the sale price to the residual value and try to establish a benchmark for what percentage of residual value we should recover.

STATE FLEET SAFETY PROGRAM

The State Fleet Safety Program was established in March 1987 to comply with Section 1-11-340 of the Motor Vehicle Management Act. The purpose of the program is to **“minimize the amount paid for rising insurance premiums and reduce the number of accidents involving State-owned vehicles.”** In February 1992, the Board approved two major new provisions that require law enforcement agencies to provide written guidelines and training programs regarding operation of emergency vehicles, and allow agencies more flexibility in imposing periods of suspension for repetitive “at fault” State vehicle accidents. The program contains five major provisions. The following is a summary of each of the provisions:

QUARTERLY ACCIDENT SUMMARY REPORT

All agencies are required to submit quarterly Accident Summary Reports. Some two thirds of State agencies submit their reports as required. During the first two years of the program, the number of accidents reported rose over 10% each year. The large increases resulted primarily from improved reporting requirements. The State Fleet’s Accident Frequency Rate from FY91 to FY01 is shown in Figure 7; individual agency accident data from FY01 is shown at [Appendix J](#).

A close examination of SFM collision statistics reveals an interesting trend: a disproportionate number of collisions in which the State driver was at fault occurred in 15-passenger vans. This trend clearly shows a need for additional training for employees who operate vans on a regular basis.

Recommendation 14: Agencies should closely examine accident statistics to determine if any collision trends have developed and take the appropriate actions to remedy those situations.

ACCIDENT REVIEW BOARDS

All agencies are required to operate an Accident Review Board (ARB). While most of the agencies have implemented an ARB of some type, the quality of reviews ranges from those which meet all the requirements of the Fleet Safety Program to informal ARBs composed of

one or two employees who occasionally review accidents occurring in their agencies. Agencies' ARBs have the discretion to find drivers at fault and determine corrective actions to be taken in consideration of their own agency's environment. Therefore, there are variations among agencies in the imposition of penalties and recommended corrective actions.

The Budget and Control Board has issued guidelines regarding the responsibilities of an Agency Accident Review Board, as well as the minimum corrective actions that are recommended to be taken under varying circumstances. Where agencies provide the maximum management support to the ARB process, the Fleet Safety Program is significantly enhanced.

DRIVER SELECTION AND SCREENING

Nearly four out of five State agencies have established procedures for annual screening of the Motor Vehicle Records of all agency employees who have occasion to drive State-owned vehicles. Many agencies find through the screening process that some employees are operating State vehicles without a valid driver's license. The State has a responsibility to ensure that its drivers are licensed. Failure to keep unlicensed drivers from driving State vehicles not only puts the State at risk in the event of accidents involving those drivers, it also subjects the citizen at large to an unnecessarily increased accident risk.

PREVENTIVE AND REMEDIAL DRIVER TRAINING

During the first three years of the program, emphasis was placed on the 8-hour driver training course. However, the program provides for employees to participate in a 4-hour refresher course every three years once they have completed the initial 8-hour course. There should be a significant increase in the number of employees attending the 4-hour refresher course; however, this is not occurring. The lack of certified instructors and training resources in some agencies for the 4-hour refresher course appears to be the primary reason. Agencies which have their own instructors have kept pace with the need to train employees, while those without their own instructors have not. Several agencies lacking the necessary in-house training assets have discussed ways to supplement their training programs. This initiative is expected to lead to an increase in driver safety training in future years.

Recommendation 15: State agencies should rigorously enforce the requirement that all routine operators of State vehicles take the eight-hour [Defensive Driving course](#) and, when needed, the four-hour refresher course, in order to promote safe driving.

It is very important that any training program address the needs of State agencies. After examining the SFM statistical data for FY00, a trend was discovered that revealed a disproportionate number of van collisions. To address this need, those who must drive vans should receive special training before they get behind the wheel.

During FY01, the SFM [Compliance and Analysis Team](#) developed a [Van Driver's Safety Course](#) to address the elevated rate of at-fault accidents involving 15-passenger vans. The course is to be taught on a real driving range and will rely heavily on hands-on training methods rather than classroom instruction. Over the next several years, as the course is deployed and more and more van drivers are trained, SFM will track these accidents to determine the effectiveness of the program. Deployment of the course is scheduled to begin in August 2001.

Recommendation 16: State agencies should offer specialized training for drivers when they are required to operate significantly larger vehicles or special purpose vehicles.

SAFE DRIVING INCENTIVE AWARDS PROGRAM

The Fleet Safety Program provides for both employee safe driving awards and agency awards. The employee safe driving awards program has shown remarkable growth. The awards were presented to 435 employees in 1986 as compared to over 2,000 in each of the last eight years. The 3,118 employees who received awards for FY01 came from 17 agencies participating in the program. Another 958 employees received special awards for accident-free driving. While participation is recommended, it is not required under the Fleet Safety Program. Obviously, as evidenced by the increase in recipients between 1986 and 2001, participation in this program is increasing.

Agency awards are given to the best large, medium and small agencies, as well as to the most improved agency. (Note that the "size" of the agency refers mainly to the number of

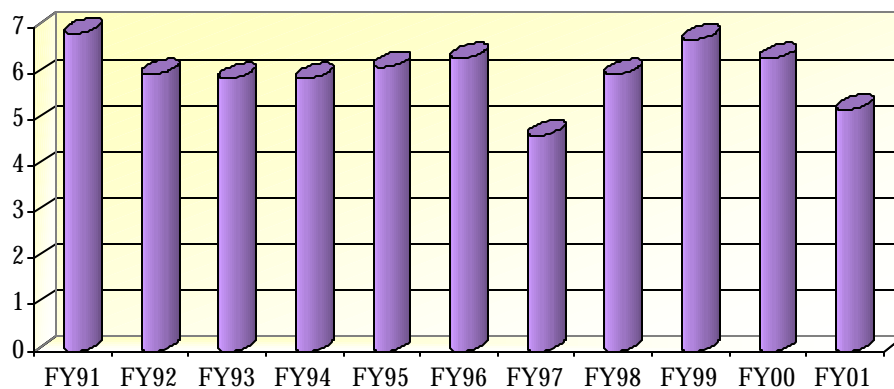
vehicles in its fleet.) The awards are presented to those agencies that have been the most effective in administering the State Fleet Safety Program. Competition for the agency awards is increasing, especially among those agencies that are taking a proactive approach to vehicle safety. Winners of the awards this year were:

- **Most Improved Agency:** Department of Disabilities and Special Needs
- **Best Large Agency:** South Carolina Department of Transportation
- **Best Medium Agency:** SC State Housing Finance and Development Authority
- **Best Small Agency:** Francis Marion University

The State Fleet Safety Program has made significant progress toward achieving the established objectives, and results in significant savings to the State. The State fleet traveled 172,754,811 miles during FY01 and posted an Accident Frequency Rate (AFR) of 5.24 accidents per million miles.

It is interesting to note that during FY01 1,583 State employees successfully completed the Defensive Driving Course or the Driver Improvement Program.

**Figure 7: Accident Frequency Rate per Million Miles
State Vehicles**



Maintenance

Section 1-11-220 of the SC Code of Laws required the development of a comprehensive State Fleet Management Program addressing several areas, including maintenance. Section 1-11-290 requires the Board to promulgate rules and regulations governing the operation of State vehicle maintenance facilities. These statutory areas (rules and regulations) were established to include provisions for:

- Purchasing of supplies and parts;
- An effective inventory control system;
- A uniform work order and record-keeping system assigning actual maintenance cost to each vehicle;
- Preventive maintenance programs for all types of vehicles;
- Cost-effective facility operations; and
- Shop Safety.

In response to the general requirement of Section 1-11-220, SFM developed several maintenance policies and procedures applicable to all agencies operating State vehicles, *regardless of whether the agency had its own maintenance facility*.

In June 1985, the General Assembly adopted regulations 19-630 through 19-633 to ensure that agencies *operating State vehicle maintenance facilities* were complying with the minimum requirements of the Act. [South Carolina Budget and Control Board Policy Directives](#) Subarticle 2-1 through 2-4 have now replaced these regulations. These regulations directed the development of a manual for the operation and certification of all State vehicle maintenance facilities. SFM developed a manual and, before publication, circulated it through agencies owning maintenance facilities. This manual is referred to as the "South Carolina Maintenance Facility Certification Program."

AGENCIES WITHOUT MAINTENANCE FACILITIES

In July 1988, SFM notified all agencies owning vehicles that effective January 1, 1989, they were to implement and maintain cost per mile (CPM) data according to a published formula. The maintenance part of the management review questionnaire for FY01 addressed many maintenance related issues. Some specific questions addressed were:

- time and mileage intervals for preventive maintenance;
- engine oil changes by type of vehicle;
- if current procedures incorporate a method by which previously applied parts or repairs could later be identified by component and type of vehicle;
- the current type of management information system, and if it enabled the agency to maintain Maintenance Cost Per Mile (MCPM) by vehicle and by category of vehicle;
- actual funds expended for maintenance by vehicle type;
- and where vehicles were taken for maintenance and repair services.

Agencies generally reported having their vehicles repaired and serviced commercially, by another state-owned maintenance facility or by their own maintenance facility. Agencies that do not service their vehicles in-house or use another state-owned facility should consider using the Commercial Vendor Repair Program (CVRP). This program not only saves money but also provides a means to receive reimbursement or extended warranty from manufacturers. A full explanation detailing the benefits of the CVRP is presented later in this section.

Most agencies are performing their maintenance and lubrication services in accordance with the published guidelines. However, for those agencies that are not performing the **Preventive Maintenance (PM) services** in accordance with the guidelines shown below, they should consider doing so.

In the past, one agency reported changing engine oil at 20,000 mile intervals simply because they were using synthetic oil. Contrary to what some oil sales people might claim, vehicle manufacturers have not approved extended oil changes just because synthetic oil is

used. An Oil Analysis Program must be initiated if intervals are extended well past the manufacturers' recommendations.

All vehicle manufacturers recommend service intervals that will ensure the vehicle is serviced at a regular interval, by either months or mileage, whichever comes first. They usually will recommend either Severe Service or Normal Service, based on the conditions and manner in which the vehicle is operated. Over-maintaining a vehicle can be as expensive as under-maintaining. Managers must be aware of the intervals and choose the one that will ensure that components are not wearing prematurely because of the lack of service.

Recently, many manufacturers have extended the recommended time interval for Preventive Maintenance to 12 months instead of six. Some manufacturers, however, still recommend six to twelve months or 5,000 to 7,500 miles, whichever comes first, for cars and light vehicles operating under normal conditions.

In order to standardize the Preventive Maintenance (PM) intervals recommended by manufacturers, in January 2002 SFM will change the time interval for the **normal service** to 12 months or 5,000 miles instead of the current 6 months or 5,000 mile interval. The State PM interval for vehicles in **severe service conditions** (police sedans, delivery vehicles etc.) is 3 months or 3,000 miles but no later than 4,000 miles. The PM module in SCEMIS will be rewritten to include this change. For those using SCEMIS it is recommended that you wait for this change to take place so the tracking will be correct.

The new recommended PM intervals will give agency Fleet Management personnel the ability to adjust vehicle(s) to the PM interval that will be best for the particular vehicle. Most state vehicles will fall into either the normal service or severe service category, but other intervals may need to be applied for special equipment or vehicles with diesel engines. Agencies are allowed the necessary flexibility so state vehicles can be scheduled for proper PM. For vehicles in normal service, the vehicle should be serviced no later than 13 months after the previous service or 6,000 miles, whichever comes first. For the severe service category, 3½ months or 3,000 to 4,000 miles (whichever comes first) will be acceptable. A PM service may be advanced at any time if the owning agency deems it necessary. Normally diesel engines require much more oil than gasoline engines and may require a different PM

interval, so a special PM Schedule is being developed and will be included in the new PM module. For certain diesel engines, when particular oils or products are used, manufacturers have specified extended engine oil drain intervals. The manufacturer's recommendation should be applied if it is radically different from those outlined above.

A PM service is much more than an oil change. The PM and oil change should be scheduled together if possible even if one has to be advanced. At a minimum, during each PM service, the technician should change the engine oil and filter, check all vehicle safety items, insure all components are operational and tight, replenish fluid levels, inspect the belts, hoses and tires, and rotate the tires if necessary. It is desirable to perform a more in-depth inspection at least once a year or every 12,000 to 15,000 miles. This includes inspecting the brake lining and/or pads, rotating the tires, and performing a general overall check on the vehicle in order to avoid costly future repairs.

Recommendation 17: Agencies should periodically review their preventive maintenance program performance to ensure continued compliance with the State approved recommended guidelines.

Many agencies are maintaining **maintenance** cost per mile data **manually** on their vehicles. In many cases, this method is outdated and allows fewer management options than an automated system. However, after analyzing the questionnaires, it is apparent that reporting still has much room for improvement. Some agencies are not reporting and some others are not submitting cost data as required. For those agencies not reporting (see appendix I for agencies with vehicles and no maintenance costs or, in some cases, no miles), they are causing SFM to report incorrect data to the legislature and other governing bodies.

Recommendation 18: Agency heads should insist that proper reports be submitted showing correct information.

COMPLIANCE REVIEW METHODS FOR MAINTENANCE

SFM reviews State agencies for maintenance compliance (maintenance of State vehicles and operation of State vehicle maintenance facilities) in one of two ways:

- Agencies *not operating maintenance facilities* are reviewed during the annual Management Review process. SFM conducts this review by questionnaire.
- Agencies *operating State vehicle maintenance facilities*, which must also comply with the requirements of the South Carolina Maintenance Facility Certification Program, are scheduled for review at various times throughout the fiscal year. The agencies are reviewed through one of the following methods.

On-site reviews for:

- All facilities that received a rating of **borderline meets** or **unsatisfactory** the prior year.
- All other facilities not receiving a rating of **meets** or **outstanding** for the last three years. This will include any new facility.
- Other facilities where the shop supervisor has changed since the last on-site review.
- Each year, at least one third of the remaining facilities (randomly selected) will receive an on-site review.

Review via questionnaire for:

- Facilities not included in on-site reviews

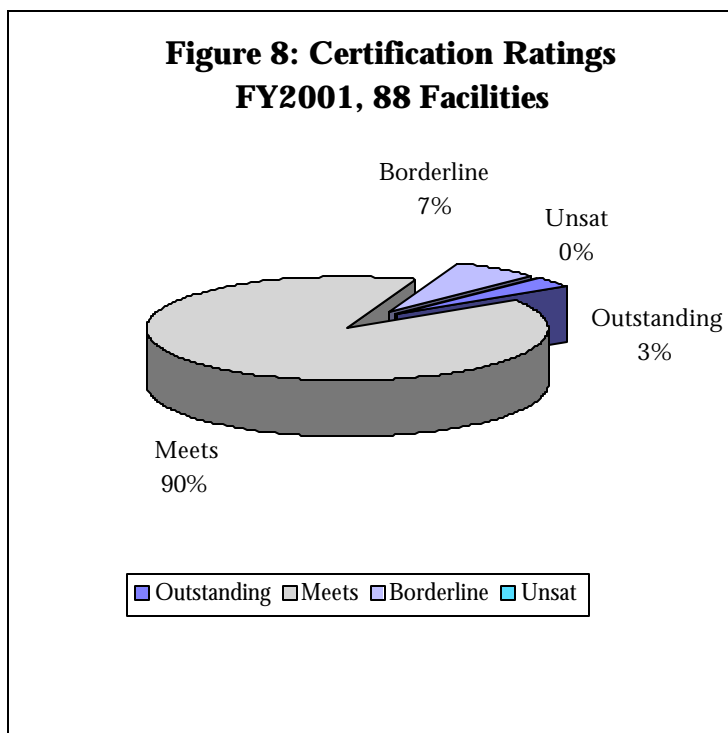
Facilities that meet the requirements of the program may continue operation. If a facility fails to meet program standards, a courtesy review is scheduled within six months. If the facility is found to have corrected all of the deficiencies during the courtesy review it may be changed to an actual review. The facility will be scheduled for an on-site review the following year. If a facility receives an unsatisfactory on the second review, the Board may withdraw the facility's certification and/or take other action.

MAINTENANCE FACILITY CERTIFICATIONS

Agencies with Maintenance Facilities

During FY01, all 88 State maintenance facilities were certified or re-certified. (See Figure 8). SFM conducted 39 on-site reviews, while 49 facilities were certified via questionnaire. No courtesy reviews were conducted.

Appendix H shows the ratings issued during the on-site review for each facility. No facilities were found unsatisfactory. The framework of the review process is shown above in the section [Compliance Review Methods for Maintenance](#). Facilities certified through the questionnaire method are not rated in every area; however, if the questionnaire responses indicate no significant changes in procedures since the last on-site review, a “meets” (satisfactory) rating is granted.



During FY01, three facilities were awarded **Outstanding Maintenance Facility Certifications**. All of the facilities receiving this award were DOT facilities. The facilities receiving this outstanding award were:

- **Department of Transportation** – Colleton County Maintenance Facility.
- **Department of Transportation** – Hampton County Maintenance Facility.
- **Department of Transportation** – Jasper County Maintenance Facility.

For a facility to receive an overall rating of outstanding (exceeds requirements), it must have received an on-site review with no prominent deficiencies noted. The facility must have detailed maintenance records with excellent audit trails and a clean and safe working

environment, and the personnel must show a sense of pride in the performance of their mission.

Some of the more common problems found in each area during FY01 are listed as follows.

Work orders and record-keeping

- Vehicle mileage was not recorded on numerous work orders
- The work orders were not being promptly recorded on the Work Order Register.
- The Technician Worksheets were not being filled out by the technicians.

Inventory control

- Error rates in the sampled inventory over twenty percent (20%).
- The parts storage area was crowded and disorganized making parts hard to locate.
- Issuance of parts from inventory was not always recorded on the Stock Record Cards once the part was removed from the inventory.

Purchasing of parts and supplies

- Maintenance facility personnel not using the State Contract for Miscellaneous Vehicle/Automotive Replacement Parts or personnel not verifying prices to ensure the State was receiving the correct discounts.
- No procedure was in use to indicate where a part (purchased or rebuilt) was placed when received.

Preventive Maintenance

- Preventive maintenance or lubrication services not performed within the agency's or manufacturer's guidelines (an error rate in excess of 15% is cause for failure in this area).

Cost-effective Facility Operations

- The charges on work orders were not covering the agency cost of operating the facility. In many cases the labor hours charged to work orders would not justify a technician, and in others cases the labor rate charged per hour was so low that only a portion of agencies' costs were shown.

Safety

- Unkempt and very disorganized facility.
- Material Safety Data Sheets (MSDS) could not be located for chemicals being used in the facility.

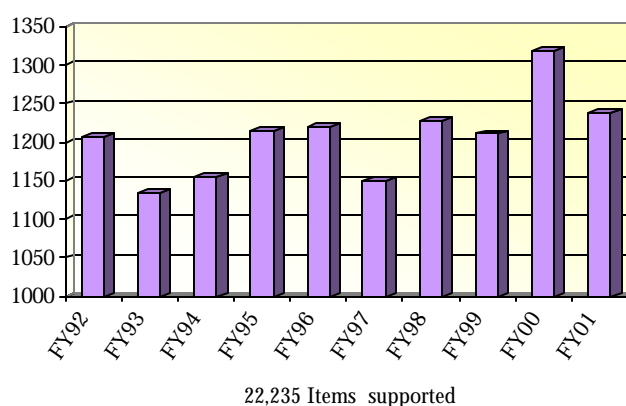
ACTUAL MAINTENANCE COST

For the past 14 years, agencies owning maintenance facilities have reported the dollar amount shown for labor and parts charged on work orders, along with the cost of outside repairs. They also reported the number of personnel assigned to the maintenance area. Using the average salary published by the Office of Human Resource Management (HRM) for classes assigned to each maintenance facility and an average fringe benefit of 27%, we can estimate the approximate cost of labor to the State. Using this data and other reported factors, we can determine the estimated total cost of State maintenance. Applying these values, the cost of maintaining and operating the 88 maintenance facilities in support of 11,587 vehicles and 10,648 units of non-license-plated equipment in FY01 is estimated at \$27,518,700.00. Although the cost was \$1,425.00 per item in 1988 (the first year cost data was available), future reports will be based on the last ten years.

Figure 9 shows an actual increase per item supported of \$32.00 in the last ten (10)

years. During this ten-year period the CPI for Transportation (maintenance and repairs) has increased 26.2%. In FY92 the cost to support an item of equipment was \$1,206.00; in FY01 it was \$1,238.00. This slight increase can be attributed primarily to better maintenance management, the statewide parts contract, and better equipment. If the

Figure 9: Annual Maintenance Expenditure per Item Supported



annual CPI increases were applied annually to the FY92 average cost of \$1,206 per item, the FY01 cost per item would have been \$1,557.00, or \$319.00 higher than the current \$1,238.00. By aggressively applying the standards of the State Vehicle Maintenance Program in support of 22,335 units of equipment during FY01, the cost avoidance was approximately \$7,092,965.00. The actual maintenance cost per item supported decreased from \$1,361.00 in FY00, to \$1,238.00 in FY01 for an actual savings of \$2,739,530.

These 88 facilities support many types of equipment other than vehicles. In fact, in FY01 only 52.1% of items supported by these facilities were vehicles. The non-vehicle equipment ranges from chainsaws to bulldozers. Most of the facilities now use the same parts and work order accountability methods as required for vehicles, and the Certification Process looks at all equipment supported when performing a review.

As previously discussed, agencies have been required to account for the actual cost of maintaining their vehicles for several years. To accomplish this task, the actual labor rate **must include** all associated costs, including salaries of personnel assigned to maintenance, fringe benefits, overhead, administrative costs, and any supplies or tools not charged directly to the equipment. While calculating figures for this report, it became obvious that the amount charged for labor on work orders was about \$2.9 million less than the actual cost of salaries and fringe of assigned personnel. This difference was an improvement from FY00, when it was \$3.3 million, and FY99, when it was \$7.8 million, but better accountability of labor hours or increases in labor rates are needed. The non-work order time leads to one or more of the following conclusions:

- The facilities are not properly charging for labor on work orders.
- There are too many technicians for the necessary tasks.
- Personnel classified as technicians are used to perform other work.

Recommendation 19: Agencies should charge to equipment all direct and indirect shop operating costs, either through a fully burdened labor rate and/or a markup on parts, or a combination of both.

SHOP PERFORMANCE MEASURES

The time required to perform specific repair tasks by a technician should be compared to a recognized flat rate standard where possible. These flat rate standards (labor time guides), manuals and software are used extensively by the commercial market, and the customer is normally charged based on these standards. *Motors* and *Mitchell* publish the two guides used primarily by non-dealer, after market repair garages. We must apply flat rate standards and measure productivity to determine a true picture of the number of technicians needed. Agencies that apply these standards become aware of the following:

- Areas where technicians need additional training.
- The most cost-effective methods of repairs (to contract certain or all repairs to other sources).
- Whether shops or technicians are performing to acceptable standards.

The certification program manual (republished July, 1992) requires that facilities use flat rate hours when available. Agencies may use the actual hours in instances where flat rate standards are not available. In most cases this practice will give management the necessary tools to gauge the technician's productivity by a recognized standard.

Staffing levels should be established using a consistent methodology. Three methods were highlighted in the FY92 Management Review, with the Vehicle Equivalent Method (number of technicians based on the number, type, and difficulty factor of units in the fleet) being the recommended method. This method was developed by the United States Air Force after extensive data collection and time/motion studies were performed for each type of vehicle the Air Force operates. The Legislative Audit Council (LAC) used the vehicle equivalent method during the last motor vehicle resources review, and this method was used during the consolidation study by the hired consultant.

By measuring productivity through the application of flat rate standards and by using the Vehicle Equivalent Method for staffing, it is possible to determine the proper technician level. Productivity can be measured and performance standards can be established for each class of technician. In fact, the South Carolina Equipment Management Information System

(SCEMIS) can track technician productivity and provide a report to aid in this determination. The State can develop performance standards for its State-owned maintenance facilities, which would be used to:

- Increase productivity;
- Evaluate technicians and maintenance facilities against defined objectives;
- Provide feedback for self-evaluation;
- Furnish management with the necessary information to make informed decisions;
- Provide a method to establish an incentive or merit pay plan, or other methods to compensate the most efficient technicians;
- Render basic standards for guiding, counseling or disciplining inefficient technicians; and
- Provide a competitive tool to attract and retain quality automotive technicians.

Recommendation 20: Agencies should immediately apply flat rate standards, *where possible*, when performing vehicle repair tasks. Technician hours should be monitored in order to find the actual productivity level of each technician.

COMMERCIAL VENDOR REPAIR PROGRAM

In 1989, SFM implemented the Commercial Vendor Repair Program (CVRP), which established competitive repair and service agreements or parts and labor agreements with commercial vendors statewide. These agreements establish competitive prices for preventive maintenance services, repair parts, and labor, with commercial repair shops in each city having a concentration of State vehicles. In FY01, SFM had more than 700 vendors in South Carolina covering all 46 counties. Many counties have several vendors, making it more convenient to obtain repairs or service. SFM solicits bids from vendors statewide. When the vendors submit bids, they are rated based on their competitiveness. Bids that are not competitive are rejected, and the bidder is notified that he or she may bid the next time bids are solicited.

In addition to the obvious cost savings from using negotiated prices, there are numerous examples in which SFM has received refunds from a manufacturer for vehicle repairs that were outside the standard warranty period. In many instances, the manufacturer extended State vehicle warranties due in part to their policy of "Good Will" and to some extent because of their desire to continue to do business with the State. Some invoices reviewed by SFM during requests for reimbursement from the original manufacturer indicate that many repairs may have been overcharged or were unnecessary. This is generally prevented when repairs are performed under the CVRP. The following is a list of CVRP services that may be beneficial to agencies:

1. Savings realized through knowledge of frequently changing warranties.
2. Ensuring repairs eligible for warranty are covered at no charge.
3. Confirming field repairs are necessary before repairing.
4. Directing the vehicle operator to the most responsive facility, with the best price for the type repair or service needed.
5. Electronically capturing complete data on repairs by coding the type of repair directly into SCEMIS, allowing instant access to vehicle repair information.
6. Using repair history from SCEMIS to approve or decline repairs.

7. Reduction of administrative workload by agencies fully participating while still having easy access to fixed, operational, maintenance, and total cost per mile data.
8. Instant access to repair services statewide, for vehicle operators travelling away from their home office through the CVRP toll free 800 number.

Most agencies have only a few of the same type vehicle, therefore inter-agency trends are often difficult to ascertain. By using the CVRP, which services hundreds of vehicles of the same type, small and large agencies can achieve equal maximum savings from these services. Since FY91, SFM has offered participation in this program to other State agencies. The Program continues to grow and reduce vehicle maintenance costs. At the end of FY01 there were twenty-nine agencies participating in the Commercial Vendor Repair Program, which is an increase of 10.3% over last Fiscal Year. The intent of SFM is to market its CVRP services to other governmental agencies as soon as an additional database for non-state vehicles can be established.

In FY01 the CVRP saved the State over \$1,375,160.00 in maintenance cost for the 4,905 vehicles supported on a full time basis. This did not include savings in the Accident Repair Program where it is estimated that the CVRP saved an additional \$156,722.00 (20%).

Recommendation 21: Agencies should use the Commercial Vendor Repair Program as a way to reduce maintenance cost and control vehicle repairs.

OTHER COST-SAVING EFFORTS

Areas discussed above are not the only efforts SFM undertakes to save money in the maintenance area. Other efforts include the following:

Technical Training Program

The Technical Training Program is designed to ensure that State technicians receive the latest technology training from vehicle, parts, and diagnostic equipment manufacturers. SFM assesses training needs annually and locates available training resources, normally at no charge to the State unless the technician has to travel away from his or her work area. During FY01, 73 technicians received training through this program.

Also, as part of the program, over 1,500 service bulletins were analyzed and 288 bulletins were made available to the shop supervisors through the SFM Image Web site. Service bulletins from major American manufacturers are catalogued and maintained in SFM's Maintenance Section.

Negotiated Warranties and Reimbursements

When numerous failures occur to a specific component on a specific type vehicle, SFM declares this a trend and contacts the manufacturer for assistance and reimbursement. In most cases, SFM has been successful in obtaining reimbursement and assistance primarily because of the documentation it can generate in support of the requests. Most requests have been fully satisfied.

During FY01, SFM through the CVRP succeeded in negotiating over \$114,948.00 in repair reimbursements or warranties from vehicle manufacturers. These reimbursements or extended warranties were for repairs made **after** the original warranty had expired.

Special Assistance

SFM also provides special assistance to agencies on maintenance-related problems or needs pertaining to the maintenance area. This includes special investigations, repair information, or repair parts assistance, vehicle specifications, and any other needs the

agencies may have. SFM also assisted State Purchasing with the statewide contract for tires and to establish a contract for renewable oil filters.

Central Transportation Maintenance Facility (CTMF)

The SFM Central Transportation Maintenance Facility (CTMF) supported approximately 954 vehicles with 4 technicians and billed for 91% of all available hours (5,023) in direct labor in FY01. The CTMF supports vehicles from 26 agencies. CTMF technicians completed 3,300 work orders during the Fiscal Year. The labor rate charged to customers is \$54.50 per hour, which was \$13.69 per hour lower than the private-sector average in Columbia, SC.

Current Developments

The last fiscal year was a period of challenges and achievements for the State Fleet. There were significant developments in the South Carolina Equipment Management Information System (SCEMIS) relating to the tracking of non-license-plated equipment as well as to revisions in the State's Preventive Maintenance plan. There were also developments in the area of the State fuel card contract and in the acquisition and deployment of Alternative Fuel Vehicles (AFVs).

SOUTH CAROLINA EQUIPMENT MANAGEMENT INFORMATION SYSTEM (SCEMIS)

Other Equipment Module

As projected in the FY2000 Management Review, SFM personnel undertook to create a new functionality for the South Carolina Equipment Management Information System (SCEMIS). This new functionality is designed to allow the tracking of non-license-plated equipment such as bulldozers, earth movers and other items through SCEMIS. While this sort of equipment falls outside State Fleet Management's statutory mandate, we believe it will make SCEMIS useful to a greater number of potential client agencies.

Beginning in July 2000, SFM personnel worked closely with representatives of the Budget and Control Board's [Office of Information Resources – Financial Data Systems](#) – to develop the new module, referred to in SCEMIS as OM or the Other Equipment Module. This module will allow client agency users to set up their own non-license-plated equipment and use the shop function to perform service on such equipment. SCEMIS will be reconfigured to prevent non-license-plated equipment from being reported on the motor vehicle inventory.

State Fleet expects the new module will be especially helpful to the [Department of Corrections](#), since the DOC services a great deal of Other Equipment and currently, although it uses SCEMIS for its vehicles, does not have an electronic means to track Other Equipment. Several other agencies will use the function as well.

Preventive Maintenance Module

Beginning in the fourth quarter of FY2001, State Fleet Management Maintenance Team personnel worked with Financial Data Systems to update the Preventive Maintenance (PM) function in SCEMIS. Preventive Maintenance is a critical element of Fleet Management, but because of fiscal and temporal constraints at the time SCEMIS was first deployed in 1994, the PM function was not developed to its full potential. Because the PM function is intertwined with practically every aspect of SCEMIS, however, it has been a daunting task in the interim to update the PM function. The SFM Maintenance Team undertook this effort during FY2001.

The previous PM function was static or “hard-wired” into the system. Users could not change any aspect of the PM schedule. Under the new method, authorized users will be able to move vehicles into another PM schedule (for instance, from normal to severe service) and will also be able to alter aspects of the PM itself. For instance, one might wish to add a recommended task to a scheduled maintenance, such as adding a brake inspection to the intermediate service rather than waiting for the Level 3 service, which is normally a more comprehensive inspection.

Another feature of the new PM function will change the time interval for normal PMs from six to twelve months. This change will have relatively little effect on the Fleet as a whole because most vehicles will reach their mileage intervals within three to four months. However, even if a vehicle is driven relatively little, it will still need a periodic checkup to guard against any incipient problems.

The new PM function will also add some features at the same time as the upcoming Other Equipment module, such as PM schedules for larger trucks (both gasoline and diesel) and for other, non-vehicular equipment. These new schedules will combine with the Other Equipment module to allow client agencies to use SCEMIS for tracking maintenance on everything from earth movers to weed eaters.

The new PM function is scheduled for deployment on Wednesday, 2 January 2002, along with the Other Equipment module and some minor enhancements.

FUEL CARD SYSTEM

In accordance with the fuel system amendment allowing the use of the Wright Express (WEX) card under the present contract, State Fleet Management (SFM) ordered and distributed approximately 16,000 WEX fuel cards to State Agencies. The transition period began August 1, 2000 and continued through September 8, 2000. During this time all State fuel control terminals were reconfigured to accept the new cards. The transition occurred smoothly with minimal interruptions in service. Agencies worked together with the vendor to identify and pay old outstanding transactions clearing up several past due balances. The State currently receives 98% level 3 data through the WEX network allowing agencies to process their invoices in a more timely fashion. During this time SFM hired a full time Fuel System Coordinator to administer the contract and manage the fuel system. This change has had a positive impact on the level of customer service SFM is able to offer. The new Fuel System Coordinator is drafting an amendment to the contract to improve card delivery accountability, provide for seasonal inventory adjustments to diesel fuel levels, require timely invoicing of fuel transactions, and provide commercial fueling sites in areas not presently served by WEX as requested by the State. The overall performance of the system has dramatically improved with the addition of the WEX fuel card and a full time Fuel System Coordinator.

ALTERNATIVE FUEL VEHICLES

South Carolina Agencies endeavor to comply with Federal [EPA Act 92 AFV purchase mandates](#). The AFV purchase requirement for Model Year 2001 has risen to 75% of all affected light duty vehicle purchases. The EPA Act 92 legislation also requires agencies to maintain the 75% AFV purchase level henceforth. It has become increasingly difficult for State Agencies to meet these requirements given the lack of available AFV models and increased purchase mandate. At present there is a lack of infrastructure within the State to allow for the operation of these vehicles on alternative fuels. The new ruling that went into effect in January 2001, allowing States to satisfy up to 50% of their AFV purchase mandate through the use of Biodiesel fuel, has prompted State Fleet Management to explore this option.

SFM in conjunction with the Department of Transportation conducted a test of Biodiesel fuel in the spring of 2001. The results of the test concluded that Biodiesel could be used in State vehicles without suffering any damage or significant loss of performance. Using Biodiesel fuel as a means of earning AFV purchase credits will allow the State significant flexibility in meeting the AFV purchase mandate.

Recommendation 22: Efforts to identify sources of alternative fuels should be pursued. The State should encourage the development of an alternative fuel infrastructure.

Code of Laws of South Carolina 1976

§ 1-11-220. Division of Motor Vehicle Management; Fleet Management Program.

There is hereby established within the Budget and Control Board the Division of Motor Vehicle Management headed by a Director, hereafter referred to as the "State Fleet Manager", appointed by and reporting directly to the Budget and Control board, hereafter referred to as the Board. The Board shall develop a comprehensive state Fleet Management Program. The program shall address acquisition, assignment, identification, replacement, disposal, maintenance, and operation of motor vehicles.

The Budget and Control Board shall, through their policies and regulations, seek to achieve the following objectives:

- (a) to achieve maximum cost-effectiveness management of state-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions.
- (b) to eliminate unofficial and unauthorized use of state vehicles.
- (c) to minimize individual assignment of state vehicles.
- (d) to eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of state vehicles.
- (e) to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.
- (f) to insure motor vehicles are operated in a safe manner in accordance with a statewide Fleet Safety Program.

HISTORY: 1978 Act No. 644 Part II §24(A); 1982 Act No. 429, § 1.

§ 1-11-230. Division of Motor Vehicle Management; Motor Vehicle Management Council.

In order to develop proposed regulations for a comprehensive Motor Vehicle Management System, to act in an advisory capacity concerning the operations of the Division of Motor Vehicle Management, and to hear appeals against the enforcement of regulations promulgated by the Budget and Control Board pursuant to §§ 1-11-220 through 1-11-330, there is hereby established a Motor Vehicle Management Council consisting of three members appointed by the Budget and Control Board, with the advice and consent of the Senate. Members shall serve terms of four years, except that of those first appointed, one shall serve two years, one shall serve three years, and one for a full term. Members shall be from the private sector and possess expertise in the field of motor vehicle management. In the event of a vacancy on the Council by reason of death, resignation, removal for cause or any other reason, the vacancy shall be filled in the manner of the original appointment for the unexpired term. Two members, present and voting, shall constitute a quorum for the conducting of Council business. Council members will meet not less than quarterly, and shall be allowed the regular per diem, mileage, and subsistence as provided by law for members of state boards and commissions.

HISTORY: 1978 Act No. 644 Part II § 24(B); 1982 Act No. 429, § 2.

§ 1-11-240. Division of Motor Vehicle Management; duties of Council; hearing procedure

The duties of the Council shall consist of the following:

- (a) To recommend to the Board those persons it finds qualified to act as State Fleet Manager. The Fleet Manager shall be chosen by, and shall serve the Board.
- (b) To study, and make recommendations to the Board concerning the methods and procedures necessary to achieve the objectives specified in paragraph (A).
- (c) To act as a hearing board, for the purpose of hearing and ruling on all disputes, complaints and any other grievances lodged against the promulgation, implementation and enforcement of regulations developed pursuant to this §§ 1-11-220 to 1-11-330.

The Council is authorized to establish a hearing procedure whereby complaints lodged against the promulgation, implementation and enforcement of regulations developed under this §§ 1-11-220 to 1-11-330 are disposed of in an equitable fashion.

The procedure shall provide that all grievances be submitted directly to the Council, and be disposed of with or without a hearing, at the Council's discretion. The procedure shall further provide that all complaints shall be acted upon within forty-five days, and that all decisions and findings will be reported to the affected parties within twenty days of the date complaints are considered by the Council.

The procedure shall also provide that all decisions of the Council shall be appealable to the board within ten days of notification of a final decision or finding. The Board shall act on an appeal within forty-five days of its filing, and shall conduct such action by means of a review of the case record developed by the Council, and shall, in extra-ordinary cases only, provide the party filing the complaint with a hearing *de novo*. The Board shall report its decision within thirty days of its consideration of the appeal.

HISTORY: 1978 Act No. 644 Part II § 24 (C).

§ 1-11-250. Division of Motor Vehicle Management; definitions.

For purposes of §§ 1-11-220 to 1-11-330:

- (a) "State agency" shall mean all officers, departments, boards, commissions, institutions, universities, colleges and all persons and administrative units of state government that operate motor vehicles purchased, leased or otherwise held with the use of state funds, pursuant to an appropriation, grant or encumbrance of state funds, or operated pursuant to authority granted by the State.
- (b) "Board" shall mean State Budget and Control Board.
- (c) "Council" shall mean the Motor Vehicle Management Council as established in § 1-11-230.

HISTORY: 1978 Act No. 644 Part II § 24(D).

§ 1-11-260. Division of Motor Vehicle Management; annual reports; policies, procedures and regulations.

The Fleet Manager and the Council shall report annually to the Budget and Control Board and the General Assembly concerning the performance of each state agency in achieving the objectives enumerated in §§ 1-11-220 through 1-11-330 and include in the report a summary of the Division's efforts in aiding and assisting the various state agencies in developing and maintaining their management practices in accordance with the comprehensive statewide Motor Vehicle Management program. This report shall also contain any recommended changes in the law and regulations necessary to achieve these objectives.

The Board, after consultation with state agency heads, shall promulgate and enforce state policies, procedures, and regulations to achieve the goals of §§ 1-11-220 through 1-11-330 and shall recommend administrative penalties to be used by the agencies for violation of prescribed procedures and regulations relating to the Fleet Management Program.

HISTORY: 1978 Act No. 644 Part II § 24(E); 1982 Act No. 429, § 3.

§ 1-11-270. Division of Motor Vehicle Management; establishment of criteria for individual assignment of motor vehicles.

The Board shall establish criteria for individual assignment of motor vehicles based solely on the functional requirements of the job, which shall reduce such assignment to situations clearly beneficial to the State. Only the Governor and statewide elective state officials shall be provided an automobile solely on the basis of their office. All other individuals permanently assigned with automobiles shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed. However, trip logs shall not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.

HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 4.

§ 1-11-280. Division of Motor Vehicle Management; interagency motor pools.

The Board shall develop a system of agency-managed and interagency motor pools which are, to the maximum extent possible, cost beneficial to the State. All motor pools shall operate according to regulations promulgated by the Budget and Control Board. Vehicles shall be placed in motor pools rather than being individually assigned except as specifically authorized by the Board in accordance with criteria established by the Board. The motor pool operated by the Division of General Services shall be transferred to the Division of Motor Vehicle Management. Agencies utilizing motor pool vehicles shall utilize trip log forms approved by the Board for each trip, specifying beginning and ending mileage and the job function performed.

The provisions of this section shall not apply to school buses and service vehicles.

HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 5.

§ 1-11-290. Division of Motor vehicle Management; plan for maximally cost-effective vehicle maintenance.

The Board, in consultation with the agencies operating maintenance facilities, shall study the cost-effectiveness of such facilities versus commercial alternatives and shall develop a plan for maximally cost-effective vehicle maintenance. The Budget and Control Board shall promulgate rules and regulations governing vehicle maintenance to effectuate the plan.

The State Vehicle Maintenance program shall include:

- (a) central purchasing of supplies and parts;
- (b) an effective inventory control system;
- (c) a uniform work order and record-keeping system assigning actual maintenance cost to each vehicle; and
- (d) preventive maintenance programs for all types of vehicles.

All motor fuels shall be purchased from state facilities except in cases where such purchase is impossible or not cost beneficial to the State.

All fuels, lubricants, parts and maintenance costs including those purchased from commercial vendors shall be charged to a state credit card bearing the license plate number of the vehicle serviced and the bill shall include the mileage on the odometer of the vehicle at the time of service.

HISTORY: 1978 Act No. 644 Part II § 24(H).

§ 1-11-300. Agencies to develop and implement uniform cost accounting and reporting system; purchase of motor vehicle equipment and supplies; use of credit cards; determination of vehicle cost per mile.

In accordance with criteria established by the Board, each agency shall develop and implement a uniform cost accounting and reporting system to ascertain the cost per mile of each motor vehicle used by the State under their control. Agencies presently operating under existing systems may continue to do so provided that Board approval shall be required and that the existing systems shall be uniform with the criteria established by the Board. Beginning July 1, 1981, all routine expenditures on a vehicle including gasoline and oil shall be purchased from state-owned facilities and paid for by the use of Universal State Credit Cards except in unavoidable emergencies. The Board shall promulgate regulations regarding the purchase of motor vehicle equipment that is not in the best interest of the State. The Board shall develop a uniform method to be used by the agencies to determine the cost per mile for each vehicle operated by the State.

HISTORY: 1978 Act No. 644 Part II § 24(I); 1982 Act No. 429, § 6.

§ 1-11-310. Division of Motor vehicle Management; acquisition and disposition of vehicles; titles.

The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated total life cycle costs. All state motor vehicles shall be titled to the State. All such titles shall be received by and remain in the possession of the Division of Motor Vehicle Management pending sale or disposal of the vehicle.

Titles to school buses and service vehicles operated by the State Department of Education and vehicles operated by the South Carolina Department and Highways and Public Transportation shall be retained by those agencies.

HISTORY: 1978 Act No. 644 Part II § 24 (J).

§ 1-11-320. Division of Motor Vehicle Management; plates and other identification requirements; exemptions.

The Board shall ensure that all state-owned motor vehicles are identified as such through the use of permanent state-government license plates and either state or agency seal decals. No vehicles shall be exempt from the requirements for identification except those exempted by the Board.

This section shall not apply to vehicles supplied to law enforcement-officers when, in the opinion of the Board after consulting with the Chief of the State Law Enforcement Division, those officers are actually involved in undercover law enforcement work to the extent that the actual investigation of criminal cases or the investigators' physical well-being would be jeopardized if they were identified. The Board is authorized to exempt vehicles carrying human service agency clients in those instances in which the privacy of the client would clearly and necessarily be impaired.

HISTORY: 1978 Act No. 644 Part II § 24(K); 1982 Act No. 429 § 7.

§ 1-11-330 Division of Motor vehicle Management; State Department of Education vehicles exempted.

The provisions of §§ 1-11-220 to 1-11-330 shall not apply to school buses and service vehicles operated by the State Department of Education.

HISTORY: 1978 Act No. 644 Part II § 24 (N).

§ 1-11-340. Board to develop and implement statewide Fleet Safety Program.

The Board shall develop and implement a statewide Fleet Safety Program for operators of state-owned vehicles which shall serve to minimize the amount paid for rising insurance premiums and reduce the number of accidents involving state-owned vehicles. The Board shall promulgate rules and regulations requiring the establishment of an accident review board by each agency and mandatory driver training in those instances where remedial training for employees would serve the best interest of the State.

HISTORY: 1982 Act No. 429, § 9.

§ 1-11-350. Audit by Legislative Audit Council.

The Legislative Audit Council shall audit compliance by the Division of Motor Vehicle Management and the agencies with this section every three years and publish its findings not later than April first each three-year period beginning April 1, 1982.

HISTORY: 1982 Act No. 429, § 8.

Appendix B: Agency Summary Report (Management Review)
FY 2001

AGENCIES	Total				Permanently Assigned			Number of		Number of Vehicles Identified			Total		
	No. Owned	No. Leased	No. Vehicles	Trip Logged	Other	Law Enforcement	Total	Employees Commuting	Vehicles Pooled	With SG Tags	Without SG Tags	With Decals	Leased Miles	Owned Miles	No. of Miles
Adjutant General	31	8	39	29	1	0	1	1		35	0	29	103,358	140,666	244,024
Adjutant General Emergency Preparedness		7	7	7	1	0	1	1	6	7	0	6	105,338		105,338
Agriculture Dept	47	0	47				0								0
Alcohol and Other Drug Abuse		8	8	5	1	0	1	1	4	4	1	5	145,563	0	145,563
Archives and History	7	0	7	7	0	0	0	0	7	7	0	7	0	122,219	122,219
Arts Commission		4	4	4	0	0	0	0	4	4	0	4	73,033		73,033
Attorney General		12	12	6	3	0	3	3		1	8	1	160,096		160,096
Myrtle Beach Redevelopment Authority		1	1				0						2,799		2,799
B&CB Internal Operations	46	1	47	1	0	0	0	0		1	0	1	6,375	0	6,375
B&CB Local Government		2	2	1	0	1	1	0	0	0	1	0	9,666	0	9,666
B&CB Office of Human Resources		1	1	1	0	0	0	0	1	1	0	1	8,222	0	8,222
B&CB OGS Facilities Mgmt	64	2	66				0						10,314		10,314
B&CB OGS State Fleet Mgmt	90	4	94				0	0	90				16,885		16,885
B&CB Office of Information Resources		26	26	26	20	0	20	4	5	26	0	26	235,127	2,708	237,835
B&CB Research and Statistics	12	1	13	11	0	0	0	0	0	11	0	11	29,486		29,486
B&CB Retirement System		6	6	6	5	0	5	0		6	0	6	78,437	0	78,437
Babcock Center		83	83	0	0	0	0	0	0	83	0	83	1,396,780	0	1,396,780
Blind Commission	12	27	39				0						417,996		417,996
CCIC		5	5				0						72,882		72,882
Central Midlands Council of Govts.		3	3				0						30,242		30,242
Civil Air Patrol		0	0				0								0
Commerce Dept - Aeronautics	27	0	27	0	2	2	4	4		21	0	19		121,752	121,752
Commerce Dept - Administration		24	24	24	1	0	1	1	24	3	21	0	434,339		434,339
Comptroller		2	2	1	1	0	1	1		2	0	1	40,473	0	40,473
Consumer Affairs		7	7	7	0	1	1	1	6	6	1	6	137,388	0	137,388
Corrections Dept.	1027	8	1035	0	61	34	95	34	23	828	87	730	63,862	14,068,887	14,132,749
Deaf and Blind School	76	10	86	82	11	0	11	0	24	72	0	72	206,860	527,443	734,303
Dept. of Health and Environmental Cntl	675	108	783	111	75	51	126	119	576	700	27	695	1,703,365	8,229,978	9,933,343
Dept of Transportation	4561	0	4561	1726	316	0	316	237	94	3578	3	0	0	42,106,271	42,106,271
Education Dept	4295	18	4313				0						135,783		135,783
Election Commission	3	0	3	3	0	0	0	0	3	3	0	3	0	22,640	22,640
Employment Security Commission	17	0	17	15	1	1	2	1	11	16	0	16	0	159,373	159,373
Ethics Commission		2	2	0	0	2	2	2		0	2	0	36,667	0	36,667
Educational Television	75	0	75	73	32	0	32	0	15	73	0	73	0	1,044,286	1,044,286
Forestry Commission	436	2	438	0	170	57	227	56	3	366	4	0	6,937	2,689,655	2,696,592
Governor's School of the Arts		5	5	5	0	0	0	0		9	0	9	72,255		72,255
Governor's School of Science and Math		1	1				0						16,328		16,328
Governor's Office	4	37	41	8	7	0	7	0	12	12	0	12	129,020	46,227	175,247
Health and Human Services	236	152	388	51	1	0	1	1	9	328	2	328	2,311,946	7,356,230	9,668,176
Higher Education Commission		1	1	1	1	0	1	1	0	0	1	0	17,915		17,915
Housing Authority		21	21	28	0	0	0	0	28	28	0	28	295,693		295,693
Human Affairs Commission		3	3				0						50,416		50,416
Insurance Dept		2	2	2	0	0	0	0	2	2	0	2	22,739	0	22,739
John de la Howe School	16	11	27	28	0	0	0	0	8	28	0	28	89,100	78,443	167,543
Dept of Juvenile Justice	166	46	212	209	1	3	4	4	148	207	4	207	686,734	1,467,652	2,154,386
Labor, Licensing and Regulation	62	61	123	85	42	2	44	1	19	87	1	77	1,142,202	258,670	1,400,872
Library, State	4	0	4				0								0
Dept of Mental Health	917	77	994	905	1	12	13	13	808	893	13	893	743,867		743,867

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Minority Affairs Commission		1	1				0						14,601		14,601
Museum Commission	1	2	3	2	0	0	0	0	2	3	0	3	55,585		55,585
Natural Resources	958	14	972	435	170	279	449	43	100	678	119	660	212,613	10,698,656	10,911,269
Opportunity School (Wil Lou Gray)	19	0	19	21	0	0	0	0	8	21	0	21		67,205	67,205
Patriots Point	3	0	3	0	0	0	0	0		2	0	2			0
Probation, Pardon and Parole		140	140	143	0	9	9	0	134	0	143	0	2,920,398		2,920,398
PRT	272	6	278	0	24	0	24	2	8	212	3	212	99,904	2,712,190	2,812,094
Dept of Public Safety	1814	42	1856	134	91	1544	1635	1635	34	214	1535	1234	690,897	40,489,781	41,180,678
Public Service Commission		25	25	5	5	10	15	0	0	14	1	5	363,570	0	363,570
Dept of Revenue		13	13		7		7						230,850		230,850
Disabilities and Special Needs	306	53	359	71	0	0	0	0	6	71	0	71	743,867	433,949	1,177,816
Sea Grant Consortium		2	2	2	0	0	0	0	0	2	0	0	22,244		22,244
Secretary of State		2	2	1	1	0	1	0		0	2	0	61,207	0	61,207
State Law Enforcement Division	537	0	537		2	373	375								0
Dept of Social Services	11	653	664				0						11,591,508		11,591,508
Springdale Race Course	5	0	5	0	0	0	0	0	1	4	0	4			0
State Accident Fund		3	3	3	1	0	1	1	2	3	0	3	71,468	0	71,468
State Treasurer	0	1	1	0	0	0	0	0	0	1	0	0	11,429		11,429
Technical-Comprehensive Education	54	1	55				0						3,336		3,336
Denmark Technical College		2	2				0						54,664		54,664
Florence-Darlington Technical College		7	7	7	1	0	1	1	8	7	10	17	91,017	30,156	121,173
Greenville Technical College		2	2				0						14,622		14,622
Low Country Technical College		8	8	7	0	0	0	0	7	10	0	10	84,441	4,760	89,201
Orangeburg Technical College		0	0				0								0
Williamsburg Technical College		2	2				0						36,927		36,927
Citadel	44	12	56	65	0	0	0	0	15	54	0	53	149,101	106,783	255,884
Clemson University	1133	1	1134	0	14	6	20	13	80	1090	4	1094	34,424	6,329,208	6,363,632
Coastal Carolina University	46	0	46	44	1	0	1	1	7	44	0	44	0	242,992	242,992
Charleston University	55	1	56	45	1	6	7	0	16	52	0	47	9,300	435,787	445,087
Francis Marion University	31	0	31	29	0	0	0	0	3	29	0	29	0	118,908	118,908
Lander University	18	2	20	0	1	0	1	0	17	19	0	19	38,970		132,070
Medical University of SC	131	11	142	109	1	1	2	2	13	119	3	119	75,022	775,687	850,709
SC State University	121	1	122				0						17,588		17,588
Winthrop University	70	0	70	55	1	0	1	0	55	55	1	0	0	146,508	146,508
University of SC	426	1	427	348	0	2	2	2	48	401	10	422	1,330	2,910,500	2,911,830
Vocational Rehabilitation	173	17	190				0						527,215	2,190,784	2,717,999
Workers' Compensation Commission		10	10	3	7	0	7	0	2	10	0	3	183,942	0	183,942
Totals	19134	1834	20968	4997	1082	2,396	3478	2186	2,496	10,563	2,007	7,451	29,658,528	146,230,054	175,888,582

Note: Vehicles owned by OGS - State Fleet Management are reflected in the totals for vehicles leased by other agencies.

Appendix C: Agency Status Report FY2001

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	Compliance Use of Trip Logs	Permanent Assignment Forms on File	Compliance Motor Pool Policy (Note 5)	I.D. Requirements	Compliance Fleet Safety Program	Non-compliance Fleet Safety Program (SEE NOTES)
Adjutant General	31	8	39	Y	Y	NA	Y	N	2, 3
Adjutant General Emergency Preparedness		7	7	Y	Y	Y	Y	Y	
Agriculture Department	47	0	47	N	NR	NR	NR	Y	
Alcohol and Other Drug Abuse		8	8	Y	Y	Y	Y	Y	
Archives and History	7	0	7	Y	NA	Y	Y	Y	
Arts Commission		4	4	Y	NA	Y	Y	N	3
Attorney General		12	12	Y	Y	NA	Y	Y	
Myrtle Beach Redevelopment Authority		1	1	NR	NR	NR	NR	Y	
B&CB Internal Operations	46	1	47	Y	Y	NA	Y	Y	
B&CB Local Government		2	2	Y	Y	NA	Y	Y	
B&CB Office of Human Resources		1	1	Y	Y	Y	Y	Y	
B&CB OGS Facilities Mgmt	64	2	66	Y	Y	Y	Y	Y	
B&CB OGS State Fleet Mgmt	90	4	94	Y	Y	Y	Y	Y	
B&CB Office of Information Resources		26	26	Y	Y	Y	Y	Y	
B&CB Research and Statistics	12	1	13	Y	Y	NA	Y	Y	
B&CB Retirement System		6	6	Y	Y	NA	Y	Y	
Babcock Center (DDSN)		83	83	Y	NA	NA	Y	Y	
Blind Commission	12	27	39	NR	NR	NR	NR	N	2
CCIC		5	5	NR	NR	NR	NR	N	1, 4
Central Midlands Regional Planning		3	3	NR	NR	NR	NR		
Civil Air Patrol		0	0	NR	NR	NR	NR		
Commerce Dept - Aeronautics	27	0	27	Y	Y	NA	Y	N	2
Commerce Dept - Administration		24	24	Y	Y	Y	Y	N	2, 3
Comptroller		2	2	Y	Y	NA	Y	NR	1, 3, 4
Consumer Affairs		7	7	Y	Y	Y	Y	Y	
Corrections Dept.	1027	8	1035	Y	Y	Y	Y	Y	
Deaf and Blind School	76	10	86	Y	Y	Y	Y	Y	
DHEC	675	108	783	Y	N	Y	Y	Y	
Dept of Transportation	4561	0	4561	Y	Y	Y	Y	Y	
Education Department	4295	18	4313	NR	NR	NR	NR	NR	
Election Commission	3	0	3	Y	NA	N	Y	N	1, 2
Employment Security Commission	17	0	17	Y	Y	Y	Y	Y	
Ethics Commission		2	2	N	Y	NA	Y	N	4
ETV	75	0	75	Y	Y	Y	Y	Y	

Appendix C: Agency Status Report FY2001

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	Compliance Use of Trip Logs	Permanent Assignment Forms on File	Compliance Motor Pool Policy (Note 5)	I.D. Requirements	Compliance Fleet Safety Program	Non-compliance Fleet Safety Program (SEE NOTES)
Forestry Commission	436	2	438	Y	Y	Y	Y	Y	
Governor's School of the Arts		5	5	Y	NA	NA	Y	N	4
Governor's School of Science of Math		1	1	NR	NR	NR	NR	NR	
Governor's Office	4	37	41	Y	NA	Y	Y	Y	
Health and Human Services	236	152	388	Y	Y	Y	Y	N	1, 2
Higher Education Commission		1	1	Y	Y	NA	Y	N	1, 3, 4
Housing Authority		21	21	Y	NA	N	Y	Y	
Human Affairs Commission		3	3	NR	NR	NA	Y	N	3, 4
Insurance Dept		2	2	Y	NA	Y	Y	N	3
John de la Howe	16	11	27	Y	Y	Y	Y	Y	
Juvenile Justice	166	46	212	Y	Y	Y	Y	Y	
Labor, Licensing and Regulation	62	61	123	Y	Y	Y	Y	Y	
Library, State	4	0	4	Y	NA	Y	Y	Y	
Dept of Mental Health	917	77	994	Y	Y	Y	Y	N	2, 3
Minority Affairs		1	1	Y	N	N	Y	N	1, 4
Museum Commission	1	2	3	Y	NA	Y	Y	N	3
Natural Resources	958	14	972	NR	NR	NR	NR	N	2
Wil Lou Gray Opportunity School	19	0	19	Y	NA	Y	Y	N	2, 3
Patriots Point	3	0	3	N	NA	NA	Y	N	3, 4
Probation, Pardon and Parole		140	140	Y	Y	Y	Y	Y	
PRT	272	6	278	Y	Y	Y	Y	Y	
Public Safety	1814	42	1856	Y	Y	Y	Y	Y	
Public Service Commission		25	25	Y	Y	NA	Y	Y	
Revenue		13	13	NR	NR	NR	NR	N	3, 4
Disabilities & Special Needs Central Office	306	53	359	Y	NA	Y	Y	Y	
DDSN Coastal Center			0						
DDSN Midlands Center			0						
DDSN Pee Dee Center			0						
DDSN Whitten Center			0						
Sea Grant Consortium		2	2	Y	NA	NA	Y	Y	
Secretary of State		2	2	Y	N	NA	Y	N	1, 3, 4
State Law Enforcement Division	537	0	537	Y	Y	Y	Y	Y	
Social Services	11	653	664	NR	NR	NR	NR	N	2, 3, 4
Springdale Race Course	5	0	5	N	NA	N	Y	N	1, 2, 3, 4

Appendix C: Agency Status Report FY2001

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	Compliance Use of Trip Logs	Permanent Assignment Forms on File	Compliance Motor Pool Policy (Note 5)	I.D. Requirements	Compliance Fleet Safety Program	Non-compliance Fleet Safety Program (SEE NOTES)
State Accident Fund		3	3	Y	Y	Y	Y	Y	
State Treasurer	0	1	1	NA	N	NA	Y	NR	
Technical-Comprehensive Education	54	1	55	NR	NR	NR	NR	NR	
Denmark Technical College		2	2	NR	NR	NR	NR	NR	
Florence-Darlington Tech College		7	7	Y	Y	Y	Y	N	2, 4
Greenville Technical College		2	2	NR	NR	NR	NR	NR	
Low Country Technical College		8	8	Y	NA	Y	Y	N	1, 4
Orangeburg Technical College		0	0	NR	NR	NR	NR	NR	
Williamsburg Technical College		2	2	NR	NR	NR	NR	NR	
Citadel	44	12	56	Y	Y	Y	Y	Y	
Clemson University	1133	1	1134	Y	Y	Y	Y	Y	
Coastal Carolina University	46	0	46	Y	Y	Y	Y	Y	
Charleston University	55	1	56	Y	Y	N	Y	N	1, 3
Francis Marion University	31	0	31	Y	NA	Y	Y	Y	
Lander University	18	2	20	N	Y	Y	Y	N	2, 3
Medical University of SC	131	11	142	Y	Y	Y	Y	Y	
SC State University	121	1	122	NR	NR	NR	NR	NR	
Winthrop University	70	0	70	Y	Y	Y	Y	Y	
University of SC	426	1	427	Y	Y	Y	Y	Y	
Vocational Rehabilitation	173	17	190	NR	NR	NR	NR	N	1, 2, 3
Workers' Compensation Commission		10	10	Y	Y	Y	Y	N	3
TOTALS	19,134	1,834	20,968						

Y = Yes
N = No
NA = Not Applicable
NR = Not Reported

Note 1 = Driver Screening
Note 2 = Accident Review Board
Note 3 = Driver Training
Note 4 = Accident Reporting
Note 5 = Has Approved Motor Pool Policy on file at SFM

Appendix D: State Vehicle Purchases FY2001

Agencies	Total Number of Vehicles	Source of Funds			Total
		State	Combination	Other	
Adjutant General	1			\$22,413	\$22,413
Adjutant General Emergency Preparedness					\$0
Agriculture Department	4	\$14,693	\$54,373		\$69,066
Alcohol & Other Drug Abuse					\$0
Archives and History					\$0
Arts Commission	1			\$16,138	\$16,138
Attorney General					\$0
Myrtle Beach Redevelopment Authority					\$0
B&CB Internal Operations					\$0
B&CB Local Government					\$0
B&CB Office of Human Resources					\$0
B&CB OGS Executive Management					\$0
B&CB OGS State Fleet Management	427			\$7,565,192	\$7,565,192
B&CB Office of General Services	5			\$133,830	\$133,830
B&CB Research and Statistics	1	\$20,378			\$20,378
B&CB Retirement Systems					\$0
Babcock Center					\$0
Blind Commission					\$0
CCIC					\$0
Central Midlands Regional Planning					\$0
Civil Air Patrol					\$0
Commerce Dept - Aeronautics					\$0
Commerce Dept - Administration					\$0
Comptroller					\$0
Consumer Affairs					\$0
Corrections Dept	7			\$111,413	\$111,413
Deaf and Blind School	1			\$76,035	\$76,035
DHEC	62	\$246,715	\$278,013	\$744,186	\$1,268,913
DOT	129			\$3,181,678	\$3,181,678
Education Department					\$0
Election Commission	1	\$16,138			\$16,138
Employment Security Commission	4	\$49,352		\$21,522	\$70,874
Ethics Commission					\$0
Educational Television	19			\$427,811	\$427,811

Appendix D: State Vehicle Purchases FY2001

Agencies	Total Number of Vehicles	Source of Funds			Total
		State	Combination	Other	
Forestry Commission	8	\$251,961			\$251,961
Governor's School of the Arts					\$0
Governor's School of Math and Science					\$0
Governor's Office					\$0
Health and Human Services	20	\$706,140			\$706,140
Higher Education Commission					\$0
Housing Authority					\$0
Human Affairs					\$0
Insurance Department					\$0
John de le Howe					\$0
Juvenile Justice	2	\$30,867		\$20,210	\$51,077
Labor, Licensing and Regulation	2			\$29,986	\$29,986
Library, State					\$0
Mental Health Department	26	\$536,300			\$536,300
Minority Affairs					\$0
Museum Commission					\$0
Natural Resources	107	\$2,398,181		\$54,394	\$2,452,575
Opportunity School (Wil Lou Gray)					\$0
Patriots Point					\$0
Probation, Parole and Pardon					\$0
PRT	41			\$638,550	\$638,550
Public Safety	19	\$207,006	\$29,986	\$175,273	\$412,265
Public Service Commission					\$0
Revenue					\$0
Disabilities and Special Needs (all)	24	\$171,948		\$259,309	\$431,257
Sea Grant Consortium					\$0
Second Injury Fund					\$0
Secretary of State					\$0
State Law Enforcement Division	65	\$1,425,361		\$22,852	\$1,448,213
Social Services					\$0
Springdale Race Course					\$0
State Accident Fund					\$0
Trident Technical College					\$0
Technical-Comprehensive Education	1	\$19,684			\$19,684

Appendix D: State Vehicle Purchases FY2001

Agencies	Total Number of Vehicles	Source of Funds			Total
		State	Combination	Other	
Denmark Technical College					\$0
Florence-Darlington Technical College					\$0
Greenville Technical College					\$0
Low Country Technical College					\$0
Spartanburg Technical College					\$0
Orangeburg Technical College					\$0
Williamsburg Technical College					\$0
Citadel	3	\$35,571			\$35,571
Clemson University	41	\$671,546	\$22,366	\$72,050	\$765,962
Coastal Carolina University					\$0
College of Charleston	1	\$20,195			\$20,195
Francis Marion University					\$0
Lander University	2			\$36,248	\$36,248
Medical University of SC	2	\$24,298		\$22,713	\$47,011
South Carolina State University	7	\$166,646		\$44,979	\$211,625
Winthrop University	5			\$105,656	\$105,656
University of South Carolina	25	\$491,236		\$21,300	\$512,536
Vocational Rehabilitation	2	\$29,252			\$29,252
Workers' Compensation Commission					\$0
TOTALS	1065	\$7,533,469	\$384,738	\$13,803,736	\$21,721,942

Appendix E: State Vehicle Replacement Criteria

It is the intent and policy of the Budget and Control Board that the State achieve the maximum return on investment in its motor vehicle fleet. The following is replacement criteria for the various classes and sizes of state vehicles. Passenger carrying vehicles shall be retained for the minimum number of miles or years as indicated below. These vehicles should not be held past the maximum age criterion unless justified. However, the deciding factors shall be the vehicle's overall condition and needs of the State. SFM may periodically notify agencies when vehicles have exceeded the maximum age criterion.

Vehicles may be sent for disposal before minimum criteria has been met based on the guidelines in Section II, Vehicle Replacement. The criteria for non passenger carrying vehicles and buses are a recommended guide. Agencies may apply their own criteria for these classes of vehicles however, if agency other criteria are used, agencies shall forward a copy of this document to SFM. The guidelines below should be applied to non passenger carrying vehicles and buses to the extent possible.

Vehicle Description	Minimum Mileage or	Minimum Age	Maximum Age
Full-sized Sedans	100,000	6	8
Intermed., Compact, Subcompact			
Sedans	90,000	5	7
All Station Wagons	100,000	6	8
Full-sized Vans	120,000	7	9
Mini Vans	100,000	6	8
Sport/Util. Vehicles	100,000	6	8
NON-PASSENGER CARRYING VEHICLES			
VEHICLE DESCRIPTION	MINIMUM MILEAGE or	MINIMUM AGE	MAXIMUM AGE
Full-sized Police Sedans	100,000	4	6
All other Police Sedans	90,000	4	6
Trucks Below 10500 GVW	100,000	6	9
Trucks Over 10500 GVW	100,000	7	10
Bus (Other Than School)	120,000	9	12
Trucks, Tractor	130,000	13	16
Trailers/Semi Trailers	N/A	15	N/A
Bus, Road-Type Diesel	200,000	15	N/A
Scooter, 3 Wheel	12,000	3	5

Appendix F: Analysis of Fleet Growth FY01

AGENCIES	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Growth (FY 98-01)	
	FY98	FY99	FY00	FY01	Quantity	Percentage
Adjutant General	33	30	36	40	7	21%
Adjutant General Emergency Preparedness	5	5	5	6	1	20%
Agriculture Department	45	42	46	47	2	4%
Alcohol and Other Drug Abuse	3	4	11	10	7	233%
Archives and History	8	7	7	7	-1	-13%
Arts Commission	6	6	6	4	-2	-33%
Attorney General	9	10	10	12	3	33%
Myrtle Beach Redevelopment Authority	*	*	1	1	0	0%
B&CB - Division of Budget	12	12	11		-12	-100%
B&CB - Division of Operations	119	110	245		-119	-100%
B&CB - Division of Retirement	4	6	6		-4	-100%
B&CB - Division of Regional Devel	3	3	2		-3	-100%
Budget and Control Board	138	131	264	240	102	74%
Babcock Center	47	166	196	83	36	77%
Blind Commission	35	35	52	46	11	31%
CCIC	4	4	5	6	2	50%
Central Midlands Regional Planning	3	5	4	3	0	0%
Civil Air Patrol	0	0	23	0	0	0%
Commerce Dept - Aeronautics	22	18	21	21	-1	-5%
Commerce Dept - Administration	24	25	31	31	7	29%
Comptroller	2	2	2	2	0	0%
Consumer Affairs	10	10	9	13	3	30%
Corrections Dept.	950	960	1056	1035	85	9%
Deaf and Blind School	73	78	85	85	12	16%
DHEC	669	653	755	798	129	19%
DOT	3564	3576	4490	4562	998	28%
Education Department	6151	6094	4296	4294	-1857	-30%
Election Commission	3	3	20	3	0	0%
Employment Security Commission	16	17	17	17	1	6%
Ethics Commission	1	2	2	2	1	100%
ETV	70	70	75	75	5	7%
Forestry Commission	331	352	451	438	107	32%
Governor's School of the Arts	2	4	8	8	6	300%
Governor's School of Science and Math	1	2	1	1	0	0%

Appendix F: Analysis of Fleet Growth FY01

AGENCIES	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Growth (FY 98-01)	
	FY98	FY99	FY00	FY01	Quantity	Percentage
Governor's Office	33	13	32	45	12	36%
Health and Human Services	365	337	343	376	11	3%
Higher Education Commission	1	1	1	1	0	0%
Housing Authority	19	19	21	21	2	11%
Human Affairs Commission	3	3	3	3	0	0%
Insurance Department	1	1	2	2	1	100%
John De La Howe	22	23	24	28	6	27%
Juvenile Justice	214	216	232	225	11	5%
Labor, Licensing and Regulation	104	99	114	137	33	32%
Library, State	4	4	4	4	0	0%
Mental Health Department	837	882	1031	1007	170	20%
Minority Affairs	1	1	1	1	0	0%
Museum Commission	3	3	3	3	0	0%
Natural Resources	767	786	920	971	204	27%
Opportunity School (Wil Lou Gray)	16	17	19	19	3	19%
Patriot's Point	3	3	3	3	0	0%
Probation, Parole and Pardon	111	112	140	223	112	101%
PRT	221	207	263	278	57	26%
Public Safety	1624	1639	2217	1864	240	15%
Public Service Commission	14	15	15	16	2	14%
Revenue and Taxation	18	18	18	20	2	11%
Disabilities and Special Needs, Central Office*	282	256	254	352	70	25%
Sea Grant Consortium	2	2	2	2	0	0%
Secretary of State	2	2	2	3	1	50%
State Law Enforcement Division	497	517	522	537	40	8%
Social Services Department	704	876	673	915	211	30%
Springdale Race Course	6	4	4	5	-1	-17%
State Accident Fund	3	3	6	3	0	0%
Technical-Comprehensive Education	72	14	45	55	-17	-24%
Denmark Technical College	0	10	11	2	2	**
Florence-Darlington Technical College	0	17	7	7	7	**
Greenville Technical College	0	1	1	1	1	**
Low Country Technical College	0	11	7	8	8	**
Spartanburg Technical College	0	0			0	**

Appendix F: Analysis of Fleet Growth FY01

AGENCIES	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Growth (FY 98-01)	
	FY98	FY99	FY00	FY01	Quantity	Percentage
Orangeburg Technical College	0	14	5	0	0	**
Trident Technical College	0	0	0		0	**
Williamsburg Technical College	0	0	4	4	4	*
Treasurer's Office	1	1	1	1	0	0%
Citadel	53	55	57	57	4	8%
Clemson University	928	1094	1111	1138	210	23%
Coastal Carolina University	42	44	47	46	4	10%
Charleston University	40	43	49	56	16	40%
Francis Marion University	34	31	32	31	-3	-9%
Lander University	26	25	21	20	-6	-23%
Medical University of SC	126	130	155	140	14	11%
South Carolina State University	106	109	112	122	16	15%
Winthrop University	59	63	68	70	11	19%
University of South Carolina	412	387	425	427	15	4%
Vocational Rehabilitation	190	190	202	194	4	2%
Workers' Compensation Commission	10	11	13	18	8	80%
TOTALS	20339	21007	21745	21351	738	4%

* Babcock Center Owned Vehicles not included.

** Growth from zero cannot be computed due to mathematical restrictions.

Appendix G: Composition of Sedans and Station Wagons Owned by Agencies FY2001

Agencies	Full-size A4,A5,A6,C4	Intermediate A3,C3	Compact A2,C2	Subcompact A1	TOTAL
Adjutant General			1		1
Adjutant General Emergency Preparedness					0
Agriculture Department	3	13			16
Alcohol and Other Drug Abuse					0
Archives and History		3			3
Arts Commission					0
Attorney General					0
Myrtle Beach Redevelopment Authority					0
B&CB Internal Operations					0
B&CB Local Government					0
B&CB Office of Human Resources					0
B&CB OGS Div of Operations		3			3
B&CB OGS State Fleet Management	49	776	528		1353
B&CB Office of Information Resources					0
B&CB Research and Statistics		1			1
B&CB Retirement System					0
Babcock Center					0
Blind Commission					0
CCIC					0
Central Midlands Regional Planning					0
Civil Air Patrol					0
Commerce Dept - Admin and Aeronautics	2				2
Comptroller					0
Consumer Affairs					0
Corrections	6	172	28	4	210
Deaf and Blind School	2	1	15		18
DHEC	6	228	25	4	263
DOT	9	251	127		387
Education Department	11	25			36
Election Commission		3			3
Employment Security Commission	1	7			8
Ethics Commission					0
ETV	6	3	1		10
Forestry Commission		1			1

Appendix G: Composition of Sedans and Station Wagons Owned by Agencies FY2001

Agencies	Full-size A4,A5,A6,C4	Intermediate A3,C3	Compact A2,C2	Subcompact A1	TOTAL
Governor's School of the Arts					0
Governor's School of Science and Math					0
Governor's Office - OEPP		3			3
Health and Human Services		5			5
Higher Education Commission					0
Housing Authority					0
Human Affairs Commission					0
Insurance Department					0
John de la Howe		1			1
Juvenile Justice		38	34		72
Labor, Licensing and Regulation	1	11	1		13
Library, State		2			2
Mental Health Department	26	226	112	16	380
Minority Affairs					0
Museum Commission					0
Natural Resources	1	27			28
Opportunity School (Wil Lou Gray)	1	1			2
Patriots Point					0
Probation, Pardon and Parole					0
PRT	5	16			21
Public Safety Department		65	8		73
Public Service Commission					0
Revenue and Taxation					0
Disabilities and Special Needs (5 Offices)	1	46	18	3	68
Sea Grant Consortium					0
Second Injury Fund					0
Secretary of State					0
State Law Enforcement Division					0
Social Services	3	1			4
Springdale Race Course					0
State Accident Fund					0
Trident Technical College					0
Technical-Comprehensive Education	4	4	1		9
Denmark Technical College					0

Appendix G: Composition of Sedans and Station Wagons Owned by Agencies FY2001

Agencies	Full-size A4,A5,A6,C4	Intermediate A3,C3	Compact A2,C2	Subcompact A1	TOTAL
Florence-Darlington Technical College					0
Greenville Technical College					0
Low Country Technical College					0
Spartanburg Technical College					0
Orangeburg Technical College					0
Williamsburg Technical College					0
Citadel	3		1		4
Clemson University	2	89	48	1	140
Coastal Carolina University	1	4	2		7
Charleston University		5	1		6
Francis Marion University					0
Lander University	1	2			3
Medical University of SC	5	3	4		12
South Carolina State University	12	19	1		32
Winthrop University	1	4	2		7
University of South Carolina	8	65	20		93
Vocational Rehabilitation	1	1			2
Workers' Compensation Commission					0
TOTALS	171	2125	978	28	3302

Key to Vehicle Types:

A4, A5, A6 and C4: Fullsize, Executive and Prestige sedans and Fullsize station wagons.
A3 and C3: Midsize sedan and station wagon, respectively.
A2 and C2: Compact sedan and station wagon.
A1: Subcompact "sedans."

Appendix H: Maintenance Facility Certifications FY2001

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
Aeronautics	on-site	M	M	M	BM	M	M	S
Citadel								
Clemson University								
— Clemson Main shop								
— Agriculture and Engineering Dept.	on-site	M		M		M	M	S
— Forestry Resources								
— Simpson Station								
— Edisto Research and Education Ctr.	on-site	BM	M	M		M	M	M
— Pee Dee Research								
— Coastal Research								
— Sandhill Research	on-site	M		M		M	M	M
Coastal Carolina University	M		M	M		M	M	M
Deaf and Blind School	on-site	M	M	M		M	M	M
Department of Corrections								
— Main Facility (Columbia)								
DHEC								
Department of Transportation								
— Abbeville	on-site	M	M	M		M	M	M
— Aiken	on-site	M	M	M		M	M	M
— Allendale								
— Anderson								
— Bamberg								
— Barnwell	on-site	M	M	M		M	M	M
— Beaufort	on-site	M	M	U	BM	M	M	BM
— Berkeley								
— Calhoun	on-site	M	M	M		M	M	M
— Charleston								
— Charleston North								
— Cherokee								

Appendix H: Maintenance Facility Certifications FY2001

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
— Chester								
— Chesterfield								
— Clarendon								
— Colleton	on-site	M	E	M		E	E	O
— Darlington								
— Dillon	on-site	M	M	M		M	M	M
— Dorchester								
— DOT Depot								
— Edgefield	on-site	M	M	M	BM	M	M	M
— Fairfield								
— Florence								
— Georgetown	on-site	M	M	M		M	M	M
— Greenville								
— Greenwood								
— Hampton	on-site	M	M	M		E	E	O
— Horry								
— Jasper	on-site	M	E	M		M	E	O
— Kershaw	on-site	M	BM	BM		M	M	BM
— Lancaster	on-site	BM	M	M		U	BM	BM
— Laurens								
— Lee	on-site	M	M	M		M	M	M
— Lexington	on-site	M	M	M		M	M	M
— Marion								
— Marlboro								
— McCormick	on-site	M	M	M		M	M	M
— Newberry								
— Oconee								
— Orangeburg								
— Orangeburg (Holly Hill)	on-site	M	M	M		M	M	M

Appendix H: Maintenance Facility Certifications FY2001

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
— Pickens	on-site	M	M	M		M	M	M
— Richland	on-site	M	M	M	M	M	M	M
— Saluda								
— Spartanburg								
— Sumter	on-site	BM	M	M		M	M	M
— Union	on-site	M	M	M		M	M	M
— West Columbia	on-site	M	M	M		M	M	M
— Williamsburg								
— York (Rock Hill)								
— York no. 2 (York)								
Education Television								
Forestry Commission								
— Columbia								
— Florence								
— Kingstree								
— Manchester								
— Newberry								
— Niederhof								
— Sandhill								
— Spartanburg								
— Taylors								
— Walterboro								
Francis Marion University	on-site	M	M	M	BM	M	M	M
Office of General Services								
— State Fleet Management								
John de la Howe								
Department of Mental Health								
— Crafts-Farrow								
— Main Facility (Columbia)								

Appendix H: Maintenance Facility Certifications FY2001

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
— P.B. Harris Hospital	on-site	M	M	M		M	M	M
Dept. of Disabilities and Special Needs								
— Midlands Center	on-site	M	M	M		BM	M	M
— Coastal Center								
— Pee Dee Center	on-site	M	M	M		M	M	S
— Whitten Center	on-site	M	BM	BM		M	M	BM
State Law Enforcement Division	on-site	M	M	M		U	M	BM
University of South Carolina								
Dept. of Natural Resources	on-site	M	U	M		M	M	BM

O = Outstanding: exceeds established standards.

M = Meets established standards.

BM = Borderline Meets. Fails to meet established standards fully, but not to the point of being unsatisfactory.

U = Unsatisfactory. Fails to meet established standards. Facility must be improved immediately or face possible closure.

NR = Not Rated

Appendix I: Maintenance Cost per Mile as Reported by Agencies, FY01

Agencies	Total		Total Maintenance Cost	MCPM	Sedan MCPM	Police MCPM	Pickups MCPM	Utility MCPM	Vans MCPM	GVWR >10K MCPM	See notes
	Number owned	Owned Miles									
Adjutant General	30	0									11
Adjutant General Emergency Preparedness	0	0									
Agriculture Department	46	0									
Alcohol and Other Drug Abuse	0	0									
Archives and History	7	130,213	\$ 2,899.54	0.0223	\$0.025		\$0.008		\$0.024		
Arts Commission		0									
Attorney General	0	0									
B&CB Advisory Committee/Intergovt. Relations		0									
B&CB Internal Operations	0	0									
B&CB Local Government		0									
B&CB Office of Human Resources	0	0									
B&CB OGS Executive Mgmt	96	0	\$ 27,078.99								2
B&CB OGS State Fleet Mgmt	1959	31,123,072	\$ 1,020,775.07	0.0328	\$0.028	\$0.039	\$0.032	\$0.029	\$0.034	\$0.073	
B&CB Office of Information Resources	1	1,200	\$ 1,966.91	1.6391							
B&CB Research and Statistics	11	171,836	\$ 10,919.68	0.0635				\$0.064			
B&CB Retirement System	0	0									
Babcock Center (DDSN)	117	0	\$ 1,777,944.80								1, 4, 10
Blind Commission		0									
CCIC	0	0									
Central Midlands Council of Governemnts	2	0									
Civil Air Patrol		0									6
Commerce Dept - Aeronautics	21	0	\$ 43,033.32								6
Commerce Dept - Administration	1	0									
Comptroller	0	0									
Consumer Affairs	0	0									
Corrections Dept.	975	13,362,451	\$ 916,433.00	0.0686	\$0.030	\$0.087	\$0.093	\$0.076	\$0.057	\$0.122	
Deaf and Blind School	76	487,303	\$ 98,166.92	0.2014	\$0.076		\$0.649	\$0.078	\$0.125	\$0.237	
DHEC	566	7,457,603	\$ 312,577.70	0.0419							6
Dept of Transportation	3382	46,940,641	\$ 6,494,831.00	0.1384	\$0.055		\$0.058	\$0.025	\$0.079	\$0.284	
Education Department		0									
Election Commission	3	24,316	\$ 1,736.25	0.0714	\$0.071						
Employment Security Commission	16	145,987	\$ 7,033.00	0.0482	\$0.054	\$0.098			\$0.042	\$0.018	
Ethics Commission	0	0									
ETV	70	1,030,637	\$ 65,868.64	0.0639	\$0.074		\$0.031	\$0.055	\$0.084		
Forestry Commission	347	2,574,339	\$ 359,297.33	0.1396	\$0.096		\$0.056	\$0.026	\$0.040	\$0.398	
Governor's School of the Arts		0									
Governor's School of Science of Math		0									

Appendix I: Maintenance Cost per Mile as Reported by Agencies, FY01

Agencies	Total		Total Maintenance Cost	MCPM							
	Number owned	Owned Miles			Sedan MCPM	Police MCPM	Pickups MCPM	Utility MCPM	Vans MCPM	GVWR >10K MCPM	See notes
Governor's Office	4	41,284			\$0.027				\$0.023		
Health and Human Services	255	0	\$ 165,645.00								6
Higher Education Commission		0									
Housing Authority	0	0									
Human Affairs Commission		0									
Insurance Dept	0	0									
John de la Howe	16	85,236	\$ 10,451.08	0.1226	\$0.035		\$0.202		\$0.067	\$3.053	
Juvenile Justice	165	1,525,394		0.0000	\$0.000	\$0.000					6
Dept of Mental Health	918	7,127,000	\$ 493,848.02	0.0693	\$0.057	\$0.097	\$0.087	\$0.156	\$0.060	\$0.487	
Minority Affairs		0									
Museum Commission	1	1,299	\$ 514.34	0.3960					\$0.396		
Natural Resources	841	10,048,972									6
Wil Lou Gray Opportunity School	18	70,392	\$ 7,565.76	0.1075	\$0.054	\$1.279	\$0.303	\$0.783	\$0.031	\$0.309	
Patriots Point		0									
Probation, Pardon and Parole	0	0									
PRT	205	2,280,479	\$ 156,681.00	0.0687	\$0.040		\$0.070	\$0.050	\$0.092	\$0.132	
Public Safety	1892	45,250,159	\$ 2,093,655.31	0.0463	\$0.030	\$0.053	\$0.020	\$0.023	\$0.021	\$0.076	14
Disabilities & Special Needs Central Office	14	167,974	\$ 5,394.37	0.0321	\$0.000						6
DDSN Coastal Center	56	297,345	\$ 22,625.58	0.0761							6
DDSN Midlands Center	73	397,966	\$ 89,863.00	0.2258	\$0.085		\$0.302	\$0.048	\$0.213	\$0.544	7
DDSN Pee Dee Center	48	291,434	\$ 16,302.67	0.0559	\$0.017		\$0.089		\$0.058	\$0.318	
DDSN Whitten Center	77	471,881	\$ 24,077.59	0.0510							6
Sea Grant Consortium	0	0									
Secretary of State	0	0									
State Law Enforcement Division	513	10,408,190	\$ 240,019.96	0.0231							6
Social Services		0									
Springdale Race Course		0									
State Accident Fund	3	0									6
State Treasurer	1	0									
Trident Technical College		0									
Technical-Comprehensive Education	14	77,364	\$ 9,629.18	0.1245	\$0.046		\$0.088		\$1.492	\$0.179	1
Denmark Technical College	9	0									1, 6
Florence-Darlington Technical College		0									
Greenville Technical College		0									
Low Country Technical College		0									
Spartanburg Technical College		0									
Orangeburg Technical College	5	27,698	\$ 7,849.00	0.2834						\$0.283	
Williamsburg Technical College		0									

Appendix I: Maintenance Cost per Mile as Reported by Agencies, FY01

Agencies	Total		Total Maintenance Cost	MCPM							
	Number owned	Owned Miles			Sedan MCPM	Police MCPM	Pickups MCPM	Utility MCPM	Vans MCPM	GVWR >10K MCPM	See notes
Citadel	45	112,657	\$ 45,528.61	0.4041	\$0.186		\$0.206	\$0.410	\$0.313	\$0.838	7
Clemson University	1112	2,411,910	\$ 483,140.06	0.2003	\$0.025	\$0.087	\$0.165	\$0.087	\$0.068	\$4.171	
Coastal Carolina University	44	570,929			\$0.036	\$0.047	\$0.122	\$0.189	\$0.084	\$1.770	
College of Charleston	49	376,230	\$ 43,346.99	0.1152	\$0.028		\$0.105		\$0.130	\$0.421	
Francis Marion University	29	150,946	\$ 35,432.18	0.2347		\$0.073	\$0.796		\$0.160	\$0.330	
Lander University		0									
Medical University of SC	124	969,963	\$ 296,912.94	0.3061	\$0.043	\$0.082	\$0.252	\$0.675	\$0.164	\$0.826	
South Carolina State University		0									
Winthrop University	56	142,800	\$ 81,555.00	0.5711	\$0.038		\$0.043	\$0.540	\$0.058	\$0.629	
University of South Carolina	421	2,784,136	\$ 277,110.24	0.0995	\$0.048	\$0.156	\$0.106	\$0.071	\$0.088	\$0.282	
Vocational Rehabilitation	172	2,982,707	\$ 138,273.51	0.0464	\$0.028		\$0.092		\$0.033	\$0.045	14
TOTALS	14,939	192,738,878	\$ 15,886,506	0.0824	\$0.0353	\$0.0548	\$0.0632	\$0.0340	\$0.0578	\$0.2793	

Note 1: Recommend agencies review PM intervals.

Note 2: PM intervals may be too often.

Note 3: PM intervals for school buses are based on cumulative miles, hours or fuel consumed.

Note 4: Synthetic oil use does not change PM intervals.

Note 5: PM intervals need immediate attention.

Note 6: MCPM was not reported by vehicle type.

Appendix J: State Fleet Accidents, FY01

Agencies	FY99 Accidents	FY99 Injuries	FY99 Fatalities	FY00 Accidents	FY00 Injuries	FY00 Fatalities	FY01 Accidents	FY01 Injuries	FY01 Fatalities
Adjutant General							0	0	0
Adjutant General Emergency Preparedness	0	0	0						
Agriculture Department									
Alcohol and Other Drug Abuse	0	0	0	0	0	0	2	0	0
Archives and History	0	0	0	1	0	0	0	0	0
Arts Commission	0	0	0						
Attorney General	0	0	0				4	0	0
Myrtle Beach Redevelopment Authority									
B&CB Internal Operations	0	0	0				5	1	0
B&CB Local Government	0	0	0						
B&CB Office of Human Resources	0	0	0						
B&CB OGS Executive Management									
B&CB OGS State Fleet Management	0	0	0						
B&CB Office of Information Resources	0	0	0	2	0	0			
B&CB Research and Statistics	0	0	0	1	0	0			
B&CB Retirement System	0	0	0	0	0	0			
Babcock Center	16	4	0	31	12	0	34	6	0
Blind Commission	0	0	0				0	0	0
CCIC	0	0	0						
Central Midlands Regional Planning									
Civil Air Patrol									
Commerce Dept. - Aeronautics									
Commerce Dept. - Administration	0	0	0						
Comptroller									
Consumer Affairs	0	0	0	1	0	0	0	0	0
Corrections	110	2	0	145	20	0	132	1	0
Deaf and Blind School	9	0	0				6	0	0
DHEC	32	3	0	21	1	0	19	0	0
DOT	138	35	0	138	36	2	49	12	0
Education Department	0	0	0	0	0	0			
Election Commission	0	0	0	0	0	0	2	0	0
Employment Security Commission	0	0	0				0	0	0
Ethics Commission									
ETV	2	0	0	6	1	0	4	1	0
Forestry Commission	1	0	0	3	0	0	9	1	0

Appendix J: State Fleet Accidents, FY01

Agencies	FY99 Accidents	FY99 Injuries	FY99 Fatalities	FY00 Accidents	FY00 Injuries	FY00 Fatalities	FY01 Accidents	FY01 Injuries	FY01 Fatalities
Governor's School of the Arts									
Governor's School of Math and Science									
Governor's Office	0	0	0						
Health and Human Services	75	52	0	103	18	1	112	19	0
Higher Education Commission	1	1	0						
Housing Authority	2	0	0	0	0	0	0	0	0
Human Affairs Commission									
Insurance Department	0	0	0	0	0	0	1	0	0
John de la Howe	0	0	0	1	0	0	0	0	0
Juvenile Justice	15	1	0	3	0	0	5	0	0
Labor, Licensing and Regulation	12	2	0	9	3	0	2	0	0
Library, State	1	0	0	0	0	0	0	0	0
Mental Health Department	76	10	0	57	0	0	61	12	0
Minority Affairs									
Museum Commission	0	0	0				0	0	0
Natural Resources	46	2	0	38	3	0	40	4	0
Opportunity School (Wil Lou Gray)	0	0	0	3	0	0			
Patriots Point	0	0	0						
Probation, Parole and Pardon	13	6	0	32	15	0	52	12	0
PRT	3	0	0	2	1	0	5	0	0
Public Safety	294	48	1	305	38	2	363	40	0
Public Service Commission	0	0	0	0	0	0			
Revenue and Taxation	0	0	0						
Disabilities & Special Needs, Central Office	0	0	0	0	0	0	2	0	0
DDSN Coastal Center	1	0	0	2	1	0			
DDSN Midlands Center	1	0	0	4	5	0			
DDSN Pee Dee Center	0	0	0	3	1	0			
DDSN Whitten Center	0	0	0	0	0	0			
Sea Grant Consortium	0	0	0	0	0	0	0	0	0
Secretary of State									
State Law Enforcement Division	56	9	0	59	6	0	52	5	0
Social Services	74	0	0	80					
Springdale Race Course									
State Accident Fund	0	0	0	0	0	0			
Trident Technical College									

Appendix J: State Fleet Accidents, FY01

Agencies	FY99 Accidents	FY99 Injuries	FY99 Fatalities	FY00 Accidents	FY00 Injuries	FY00 Fatalities	FY01 Accidents	FY01 Injuries	FY01 Fatalities
Technical-Comprehensive Education	1	0	0				0	0	0
Denmark Technical College									
Florence-Darlington Technical College									
Greenville Technical College									
Low Country Technical College									
Orangeburg Technical College									
Williamsburg Technical College									
Citadel	1	0	0	1	0	0	6	0	0
Clemson University	21	0	0	22	2	0	28	2	0
Coastal Carolina University	3	0	0	5	0	0	6	0	0
College of Charleston	6	0	0	3	0	0	10	0	0
Francis Marion University	0	0	0	3	0	0	0	0	0
Lander University							0	0	0
Medical University of South Carolina	19	11	0	19	1	0	4	0	0
South Carolina State University	11	3	0						
Winthrop University	2	0	0	1	0	0	0	0	0
University of South Carolina	31	0	0						
Vocational Rehabilitation	10	2	0	17	4	0	9	2	0
Workers' Compensation Commission	2	2	0	0	0	0	0	0	0
TOTALS	1085	193	1	1121	168	5	1024	118	0

Appendix K: Alternative Fuel Purchase Requirements

Energy Policy Act (EPAcT)

Year	Federal Requirements	State Requirements	Fuel Provider Requirements	Municipal, Private Requirements (Proposed)
1997	25%	10%	30%	
1998	33%	15%	50%	
1999	50%	25%	70%	
2000	75%	50%	90%	20%
2001	75%	75%	90%	20%

NOTE: The above data depicts the percentage of qualifying new vehicles purchased that must use alternative fuel.

Department of Energy

State Government Advisory (dtd. March 13, 1996)

In response to public comments and consistent with the Act, the principal modifications to the proposed rule published Feb. 28, 1995, include.

*Delaying for one year, until Model Year 1997 (September 1, 1996), the start date of the statutory Alternative Fuel Vehicle acquisition schedule.

* A 12-month period to allow a state time to apply for and obtain approval of an Alternative State Plan for state fleets.

*Allocation of credits to state government fleets and covered fuel providers for newly acquired medium and heavy duty alternative fueled vehicles if their acquisition requirements are exceeded.

Alternative Fuel Vehicles

Agency Purchase Requirements, Model Year 2001

State Agencies	Affected New Buys MY1998	Affected New Buys MY1999	Affected New Buys MY2000	Projected* Net AFV Purchase Requirement MY2001 (75%)
Adjutant General	1		1	1
Adjutant General Emergency Preparedness				0
Agriculture Department	2	1	2	2
Alcohol and Other Drug Abuse Services				0
Archives and History	1	2		1
Arts Commission				0
Attorney General				0
B&CB Internal Operations (IO)				0
B&CB Regional Development				0
B&CB Office of Human Resources (OHR)				0
B&CB OGS Executive Management	5	9	7	6
B&CB OGS State Fleet Management	302	340	394	259
B&CB Office of Information Resources				0
B&CB Research and Statistics		2	1	1
B&CB Retirement Systems				0
Babcock Center				0
Blind Commission	3			1
CCIC				0
Central Midlands Council of Governments				0
Civil Air Patrol				0
Commerce Department - Aeronautics		3	2	2
Commerce Department - Administration				0
Comptroller				0
Consumer Affairs				0
Corrections Department	46	8	24	20
Deaf and Blind School			9	3
DHEC	45	48	65	40
DOT	159	133	79	95
Education Department				0
Election Commission			1	1
Employment Security Commission		1		1
Ethics Commission				0
ETV	3	11	8	6
Forestry Commission	7	6		4
Governor's School of the Arts				0
Governor's School for Science and Math				0
Governor's Office - OEPP			2	1
Health and Human Services	1		2	1
Higher Education Commission				0
Housing Authority				0
Human Affairs Commission				0
Insurance Department				0

Alternative Fuel Vehicles

Agency Purchase Requirements, Model Year 2001

State Agencies	Affected New Buys MY1998	Affected New Buys MY1999	Affected New Buys MY2000	Projected* Net AFV Purchase Requirement MY2001 (75%)
John de la Howe School	1			1
Juvenile Justice	49		9	15
Labor, Licensing and Regulation			6	2
Library, State				0
Mental Health Department	50	26	123	48
Minority Affairs Commission				0
Museum Commission				0
Natural Resources (DNR)	3	3		2
Wil Lou Gray Opportunity School		3	1	2
Patriots Point				0
Probation, Pardon and Parole				0
Parks, Recreation and Tourism (PRT)	17	26	27	18
Public Safety	5	2	21	7
Public Service Commission				0
Revenue				0
State Treasurer				0
Disabilities and Special Needs (Central Office)	9	10	25	11
DDSN Coastal Center				0
DDSN Midlands Center				0
DDSN Pee Dee Center				0
DDSN Whitten Center				0
Sea Grant Consortium				0
Second Injury Fund				0
Secretary of State				0
State Law Enforcement Division				0
Social Services Department				0
Springdale Race Course				0
State Accident Fund				0
Technical-Comprehensive Education		1	2	1
Denmark Technical College				0
Florence-Darlington Technical College				0
Greenville Technical College				0
Low Country Technical College				0
Orangeburg Technical College				0
Spartanburg Technical College				0
Trident Technical College				0
Williamsburg Technical College				0
Citadel		3		1
Clemson University	35	55	40	33
Coastal Carolina University		3	1	2
Charleston University	3	3	2	3

Alternative Fuel Vehicles

Agency Purchase Requirements, Model Year 2001

State Agencies	Affected New Buys MY1998	Affected New Buys MY1999	Affected New Buys MY2000	Projected* Net AFV Purchase Requirement MY2001 (75%)
Francis Marion University				0
Lander University			1	1
Medical University of SC	3	2	1	2
South Carolina State University	2	5	5	3
Winthrop University		7	5	4
University of South Carolina	24	33	20	20
Vocational Rehabilitation		6	2	3
Workers' Compensation Commission				0
State Totals	776	752	888	624

Average Affected Vehicle Buys Model year 98 - 00

805

* Per EPA Act 92 purchases are rounded to the next highest whole number.

Appendix M: State of South Carolina Vehicle Utilization Criteria

The following utilization criteria are established for the categories of vehicles indicated.

SPECIAL PURPOSE VEHICLES

Definition: Special purpose vehicles are those designed or adapted for specialized use other than providing transportation for personnel, supplies, or equipment. Such vehicles have limited or no capacity for practical utilization in a general-purpose role. Includes marked and unmarked police vehicles; fire, ambulance and emergency vehicles; utility maintenance trucks, refuse trucks, and similar vehicles with specialized engine or mounted equipment designed for specified task accomplishment.

Utilization Criteria: No specific utilization criteria are set for special purpose vehicles. Instead, the need for these vehicles will be determined on a case-by-case basis, taking into consideration such factors as the purpose of the vehicle, the organization's mission, and statutory requirements for such vehicles.

GENERAL PURPOSE VEHICLES

Definition: General purpose vehicles are vehicles designed for normal commercial or private ownership and use in transporting personnel and cargo.

Utilization Criteria: The following utilization criteria are established for general purpose vehicles of 10,000 pounds Gross Vehicle Weight Rating (GVWR) or less:

Vehicles Within Their Life Cycle: (As defined by State Fleet Management in the *State Motor Vehicle Management Manual* - extract attached). In order for these vehicles to be considered efficiently utilized, records must indicate that they satisfy either a minimum "mileage" utilization criteria or a minimum "frequency of use" criteria.

Mileage Utilization Criteria: Whenever a vehicle is reviewed to determine if it meets the mileage utilization criteria, the reviewer should examine the utilization of that vehicle over its entire life, up to the date of the review. This criteria is determined by dividing the expected lifetime mileage of a particular class of vehicle by the expected lifetime *maximum* age of that class (in months) (Appendix K - *Motor Vehicle Management Manual* - attached), then multiplying the result by the number of months the vehicle has been in service.

Example: A compact sedan which has been in service thirty-two months is reviewed for utilization. At the time of the review, the sedan has accrued 24,000 miles.

$75,000 \text{ miles} / 72 \text{ months} = 1042 \times 32 \text{ months} = 33,344$

During its time in service, the sedan should have accrued 33,344 miles; therefore, it *does not meet* the minimum mileage utilization criteria.

Frequency of Use Criteria: For all classes of vehicles, the vehicle must have been used an average of 75% of the State workdays during the twelve calendar months preceding the review.

Example: Same compact sedan, 24,000 accrued miles, used on 200 days during the last twelve calendar months.

$260 \text{ annual workdays} \times .75 = 195 \text{ days}$

Vehicle *meets* minimum "frequency of use" criteria.

Vehicles Beyond Their Expected Life Cycle: The retention of vehicles beyond their recommended life (in age or mileage) is discouraged, since these vehicles will inevitably lead to increased fleet maintenance costs. It is recognized, however, that some agencies' budget constraints necessitate retention of older vehicles. Therefore, those vehicles must meet *either* of the following utilization criteria:

Frequency of Use Criteria: The vehicle must have been used an average of 50% of the State workdays during the last twelve calendar months preceding review.

Cost Benefit Criteria: The total current cost per mile (CPM) of retaining and operating the vehicle must not exceed the total average CPM of the same class of "within life cycle" vehicles. In the event it is necessary to repair these vehicles, the Economic Repair Criteria established by State Fleet Management applies, and agencies should follow the current announced procedures for using that criteria. The following types of vehicles are exempted from these utilization criteria:

- Special purpose vehicles (see preceding definition)
- Vehicles of more than 10,000 pounds GVWR.
- Vehicles assigned to law enforcement Officers
- Vehicles assigned to statewide elected State officials.
- Vehicles assigned to agency heads.
- Vehicles assigned to employees for emergency response purposes.

Exception: Agencies having vehicles which do not meet the utilization criteria established above may submit justification, by letter, to SFM, for retention of these vehicles. This justification should be sufficiently detailed to allow SFM to make an informed decision concerning the agency's need for the vehicle.

Appendix N: SCEMIS Users as of 30 June 2001

Agency	no. of users
Agriculture	3
Blind Commission	2
Budget and Control Board, State Fleet Management	46
Budget and Control Board, Surplus Property	8
Clemson University	2
Coastal Carolina University	5
Commerce	5
Continuum of Care	1
Corrections	33
DHEC	7
Disabilities and Special Needs	11
Educational Television	8
Employment Security Commission	2
Forestry	3
Francis Marion University	2
Health and Human Services	6
Juvenile Justice	2
Labor, Licensing and Regulation	6
Medical University of South Carolina	2
Mental Health	15
Museum Commission	2
Natural Resources	3
Probation, Parole and Pardon	1
Public Safety	19
Social Services	2
State Law Enforcement Division	9
Transportation	3
University of South Carolina	1
Total Authorized Users	209



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SC Budget and Control Board
General Services Division
State Fleet Management